

<Roles in Lighthouse 101 >

Help Aid

Sequence – 1: Roles in Lighthouse

Project Managers as well as Compliance Lead can enable nominees to roles in Lighthouse.

This enables the following:

- 1. Documentation of the BCP Plan in Lighthouse**
- 2. Primary and Secondary backup BCP for the project**
- 3. Independent Approvers identified by the project manager**
- 4. Compliance review conducted within business for a quicker turnaround time and conversation (This is only if approved by the ISG Compliance Lead)**

Roles in Lighthouse

Table of Contents

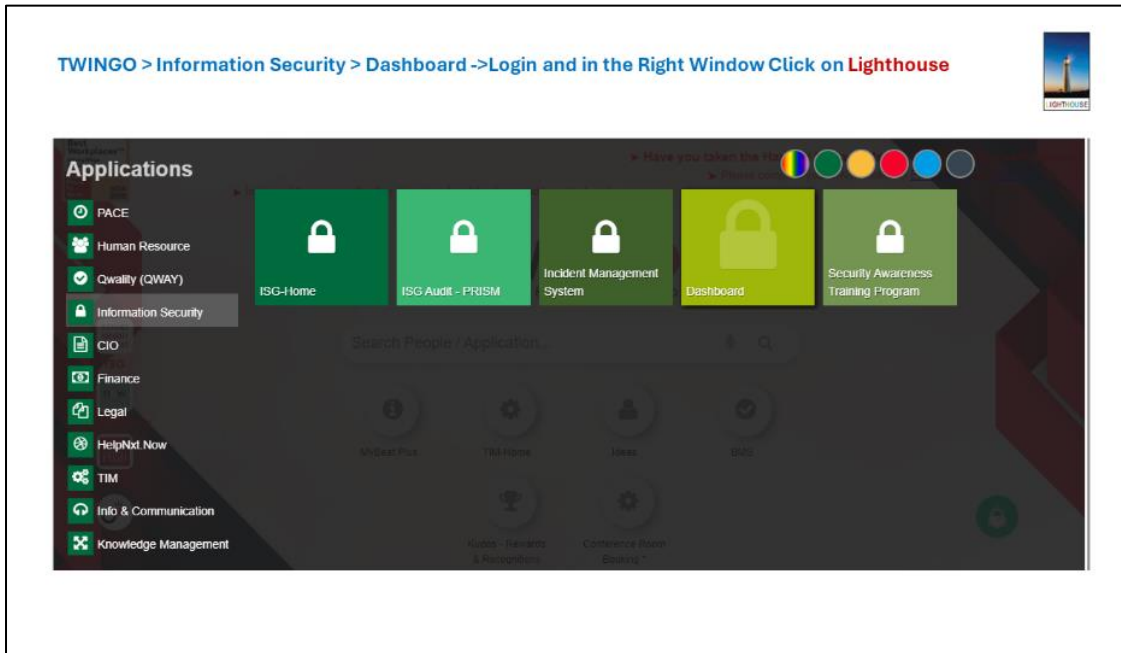
Contents

1	NAVIGATING TO LH BCP REP	3
2	LIGHTHOUSE BCP REP ROLE.....	4
3	DRILL REP ROLE.....	5
4	PLAN APPROVER	8
5	COMPLIANCE / RISK REP.....	10
6	DOCUMENT CONTROL.....	10

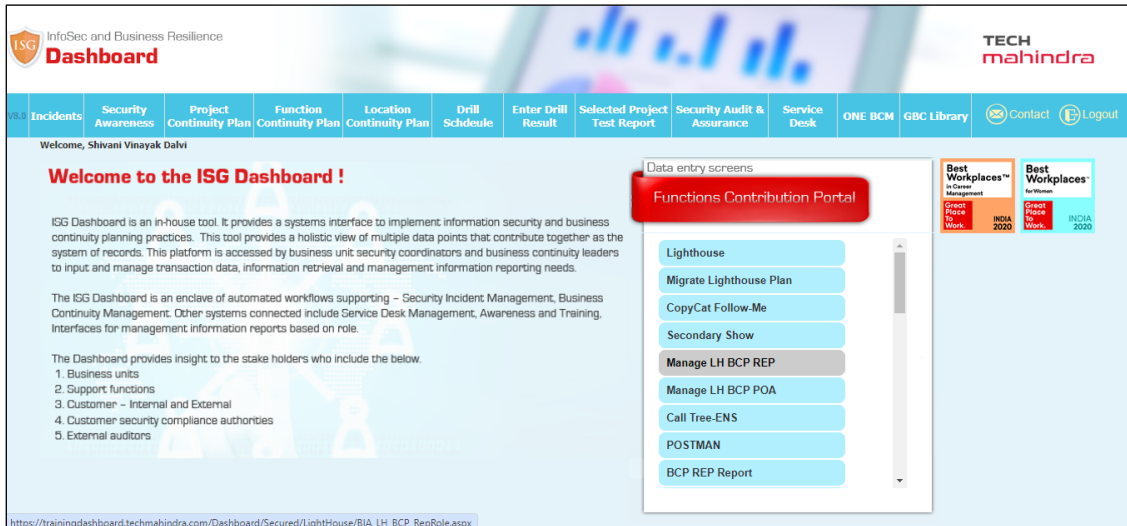
Roles in Lighthouse

1 NAVIGATING TO LH BCP REP

Follow the below path to navigate to Lighthouse.



Find the “Manage LH BCP REP” link in the Functions Contribution Portal to the right.



Roles in Lighthouse

2 LIGHTHOUSE BCP REP ROLE

Kindly read the Important note for Project Managers given on the screen.

The screenshot shows the 'Lighthouse BCP Rep Role' dashboard. At the top left, it says 'InfoSec and Business Resilience Dashboard' with the ISG logo. At the top right, it says 'TECH mahindra' with navigation links for Home, Contact, and Logout. The main content area is titled 'Lighthouse BCP Rep Role.' and contains an 'Important Note for Project Managers' section with five numbered points. Below the notes are two search fields: 'Please Search Project:' and 'Please Search Emp ID:'. Both fields have placeholder text 'Enter atleast 4 characters to search Project' and 'Enter atleast 4 characters to search Emp ID' respectively. A 'Save' button is located below the search fields.

Enter your Project ID and Employee ID of the Rep in respective textbox on the screen. Click on Save button below.

This screenshot is identical to the previous one, but the search fields are now populated with example data. The 'Please Search Project:' field contains 'Y.IN2301966' and the 'Please Search Emp ID:' field contains 'Dalvi,Shivani Vinayak (812771)'. The 'Save' button remains below the fields.

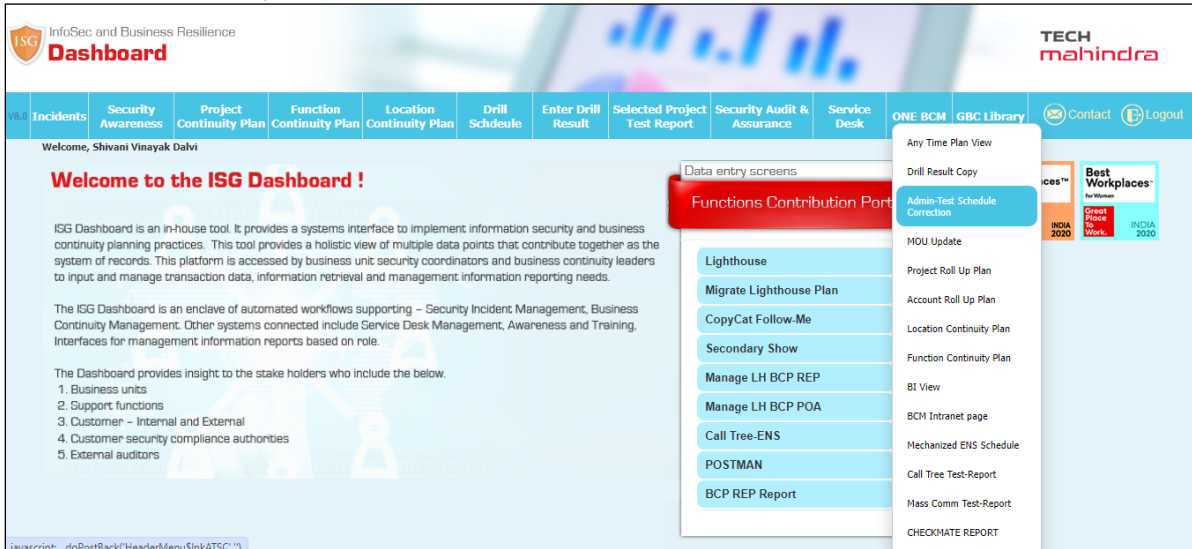
Below pop-up will appear on the screen. Click on OK.

The screenshot shows a success pop-up message. The message text reads: 'trainingdashboard.techmahindra.com says Data saved Successfully!'. There is a blue 'OK' button at the bottom right of the pop-up.

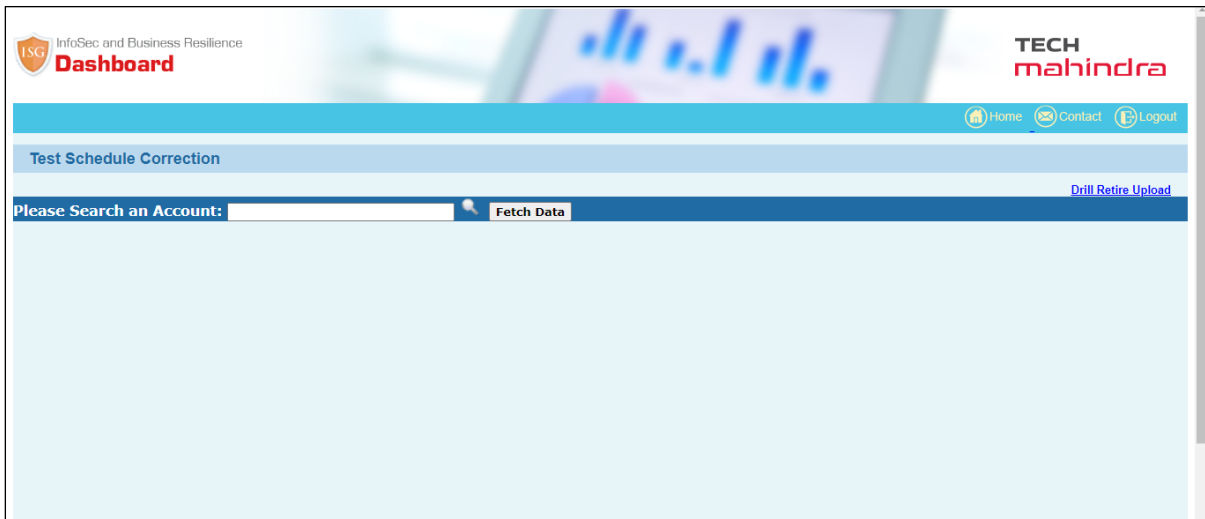
Roles in Lighthouse

3 DRILL REP ROLE

On the Dashboard, locate ONE BCM option in blue menu ribbon at the top. Click on Admin-Test Schedule Correction option.

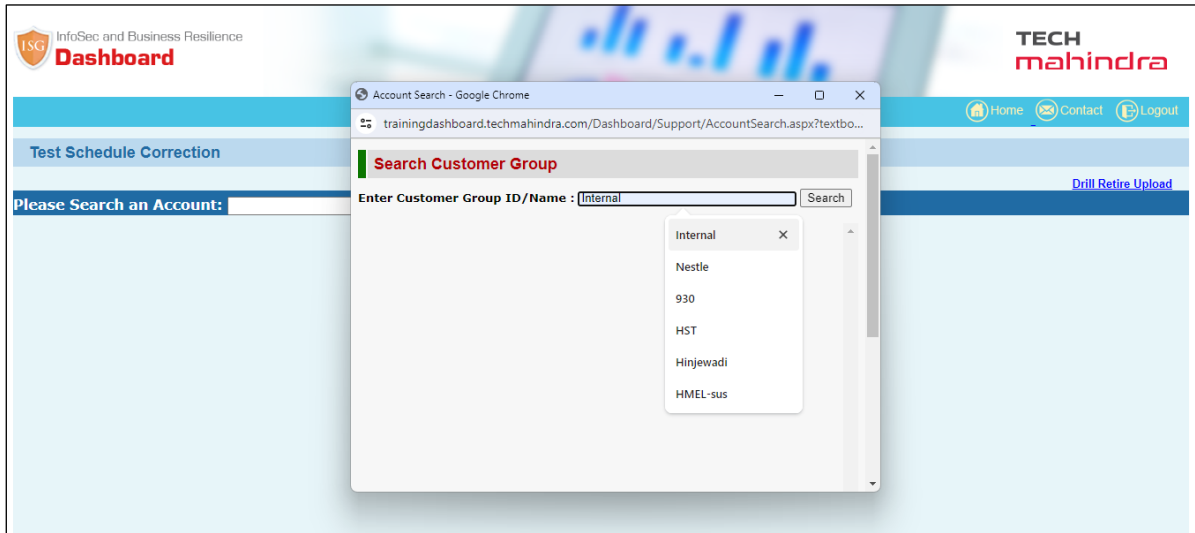


Below screen will open. Click on Search Icon (Magnifying glass) to search for your Account name.

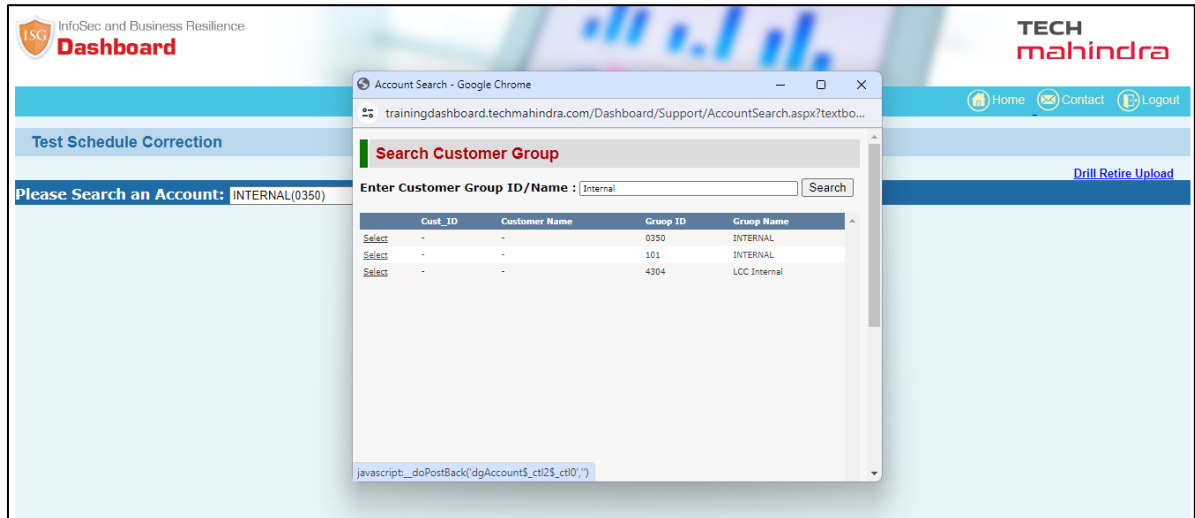


Input your customer group ID or name in the textbox given and click on the search button.

Roles in Lighthouse



Locate the appropriate Group name and click on [Select](#) link



Click on Fetch Data button. Below screen will appear. Select the Schedule ID from the drop down menu.

Roles in Lighthouse

ISG InfoSec and Business Resilience **Dashboard** **TECH mahindra**

Home Contact Logout

Test Schedule Correction

Please Search an Account: INTERNAL(0350) Fetch Data Drill Retire Upload

Schedule ID: --Select-- S0005 S00014 S00017 S00040 S00052 S00064 S00072 S00079 S000110 S000113 S000123 S000138 S000139 S000152 S000155 S000156 S000158 S000159 S000176

Retire Drill

Update Drill Proxy PM

Please Search Emp ID: Enter atleast 4 characters to search Emp ID Change Proxy PM

Update Drill Location

Please Search Location: Enter atleast 4 characters to search Location ID Update Location

In Update Drill proxy PM tab, Enter The Employee ID of the Rep identified in given textbox. Select the Emp ID from drop down suggestions. This feature enables the project manager to enable team members to learn as they lead the test for the project and embed the culture of resilience within the project.

ISG InfoSec and Business Resilience **Dashboard** **TECH mahindra**

Home Contact Logout

Test Schedule Correction

Please Search an Account: INTERNAL(0350) Fetch Data Drill Retire Upload

Schedule ID: S00017 Retire Drill

Update Drill Proxy PM

Please Search Emp ID: 812771 Enter atleast 4 characters to search Emp ID Dalvi, Shivani Vinayak (812771) Change Proxy PM

Update Drill Location

Please Search Location: Enter atleast 4 characters to search Location ID Update Location

Click on Change Proxy PM button.

Roles in Lighthouse

InfoSec and Business Resilience
Dashboard

TECH mahindra

Home Contact Logout

Test Schedule Correction

Drill Retire Upload

Please Search an Account: INTERNAL(0350) Fetch Data

Schedule ID: S00017 Retire Drill

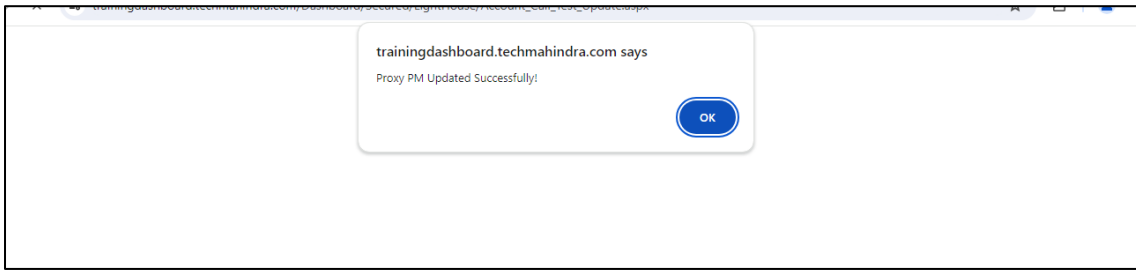
Update Drill Proxy PM

Please Search Emp ID: 812771 Enter atleast 4 characters to search Emp ID Change Proxy PM

Update Drill Location

Please Search Location: Enter atleast 4 characters to search Location ID Update Location

Pop up will appear on the screen saying Proxy PM Updated Successfully! Click on OK.



4 PLAN APPROVER

Locate and click open "Manage LH BCP POA" link on Dashboard as shown below.

InfoSec and Business Resilience
Dashboard

TECH mahindra

Incidents Security Awareness Project Continuity Plan Function Continuity Plan Location Continuity Plan Drill Schedule Enter Drill Result Selected Project Test Report Security Audit & Assurance Service Desk ONE BCM GBC Library Contact Logout

Welcome, Shivani Vinayak Dalvi

Welcome to the ISG Dashboard !

ISG Dashboard is an in-house tool. It provides a systems interface to implement information security and business continuity planning practices. This tool provides a holistic view of multiple data points that contribute together as the system of records. This platform is accessed by business unit security coordinators and business continuity leaders to input and manage transaction data, information retrieval and management information reporting needs.

The ISG Dashboard is an enclave of automated workflows supporting - Security Incident Management, Business Continuity Management. Other systems connected include Service Desk Management, Awareness and Training. Interfaces for management information reports based on role.

The Dashboard provides insight to the stake holders who include the below.

1. Business units
2. Support functions
3. Customer - Internal and External
4. Customer security compliance authorities
5. External auditors

Data entry screens
Functions Contribution Portal

- Lighthouse
- Migrate Lighthouse Plan
- CopyCat Follow-Me
- Secondary Show
- Manage LH BCP REP
- Manage LH BCP POA**
- Call Tree-ENS
- POSTMAN
- BCP REP Report

Best Workplaces™ in Career Management
Great Place to Work. INDIA 2020

Best Workplaces™ for Women
Great Place to Work. INDIA 2020

Roles in Lighthouse

Kindly Read the Instructions given on the screen below.

InfoSec and Business Resilience
Dashboard

TECH mahindra

Home Contact Logout

LightHouse BCP POA Role.

Important Note for Project Managers :

1. The Project Manager can nominate a BCP Plan Outcome Approver (POA) who will approve the Lighthouse Continuity Plan.
2. The BCP POA will get access to Dashboard
3. The BCP POA will get access to Lighthouse : Follow the URL : Twingo->Information Security->Dashboard->Lighthouse
4. On successfully testing the BCP POA can complete the actions for the Project ID assigned
5. When the access to the BCP POA will be revoked by the Project Manager – the access to Lighthouse system will be revoked automatically

Please Search Project: Enter atleast 4 characters to search Project

Please Search Emp ID: Enter atleast 4 characters to search Emp ID

Save

Input the Appropriate Project ID and identified Plan Approver's Employee ID In respective textboxes.

InfoSec and Business Resilience
Dashboard

TECH mahindra

Home Contact Logout

LightHouse BCP POA Role.

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5. When the access to the BCP POA will be revoked by the Project Manager – the access to Lighthouse system will be revoked automatically

Please Search Project: Enter atleast 4 characters to search Project

Please Search Emp ID: Enter atleast 4 characters to search Emp ID

Save

Click on save button. Below pop-up will appear. Click on OK

Microsoft Forms x trainingdashboard.techmahindra.com x +

trainingdashboard.techmahindra.com/Dashboard/Secured/Lighthouse/BIA_LH_BCP_POARole.aspx

trainingdashboard.techmahindra.com says
Data saved Successfully!

OK

Roles in Lighthouse

5 COMPLIANCE / RISK REP

Compliance manager can appoint a Risk Officer. Compliance manager then needs to inform BCP team to provide appropriate access to Risk Officer in Lighthouse.

#	Module	Project Manager	Lighthouse Data Input Submit Status for Project Manager
S1	Business Impact Analysis Attributes	Submit	●
S2	Distribution of Head Count	Submit	●
S3	Continuity Dependencies	Submit	●
S4	Business Continuity Model	Submit	●
S5	Business Continuity Recovery Strategy	Submit	●
S6	Recovery Time Objective Setup	Submit	●
S7	Function Recovery Strategies	Submit	●
S8	Systems and Data Information	Submit	●
S9	Continuity Compliance Requirements	Submit	●
S10	Continuity Plan Documentation	Submit	●
S11	BCP Preamble Information	Submit	●
#	Click here to refresh B1 to B4 colour codes		
B1	Lighthouse Business Continuity Plan Entry Score for Project manager stage (Please refer (R1) report the menu below)		○
B2	System Validation Test Report Status Score for Project Manager (Please Refer Help Aid (L-24) in the GBC Library)		○
B3	Project Roll Up Plan Completion Score (Please Refer Help Aid (L-18) in the GBC Library)		○
B4	Account Roll Up Plan Completion Score (Please Refer Help Aid (L-19) in the GBC Library)		○
A1	L Communicator		
A2	Compliance Plan Review		
A3	GBC Plan Review		
V1	Any Time Plan View		
V2	Project Details		
R1	Project Score Card		

6 DOCUMENT CONTROL

Version Number	Date	Prepared By	Reviewed by	Approved by
1 Alpha	08 th July 2023	Shivani Dalvi	Global Business Continuity Team	Head Global Business Continuity for Internal Ops Usage

GlobalBusinessContinuity@Techmahindra.com