<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)**

Table of Contents

Contents
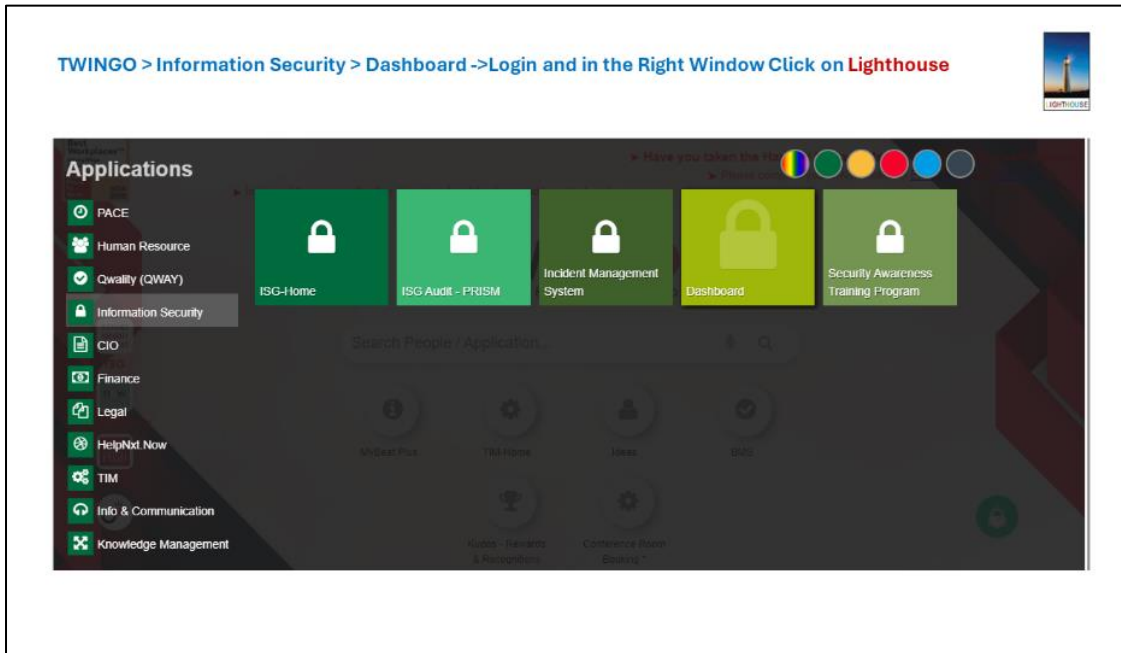
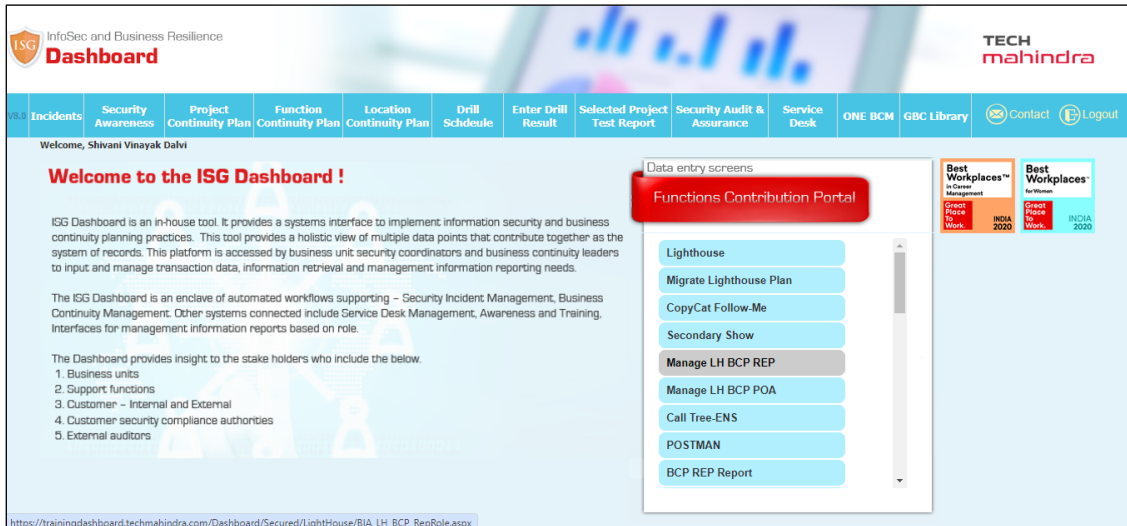# Roles in Lighthouse

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.

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

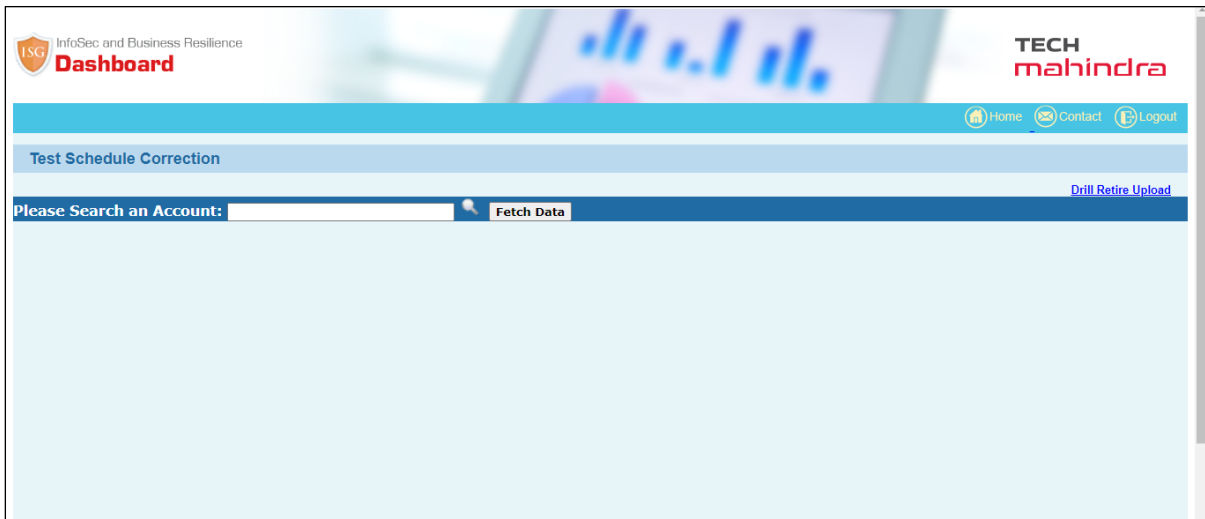Below pop-up will appear on the screen. Click on OK.

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.
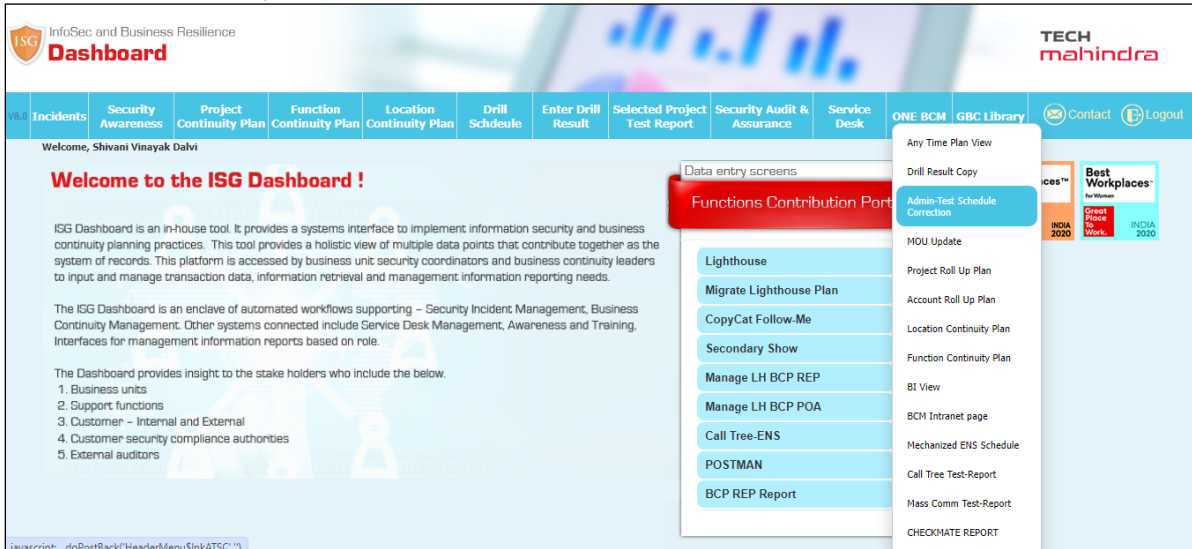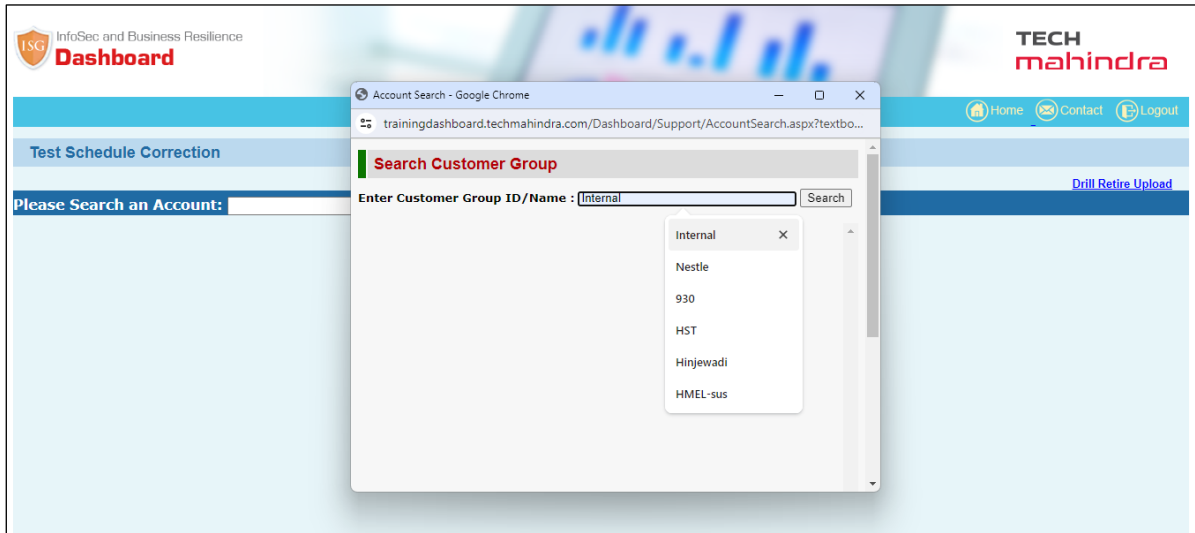

Below screen will open. Click on Search Icon (Magnifying glass) to search for your Account name.
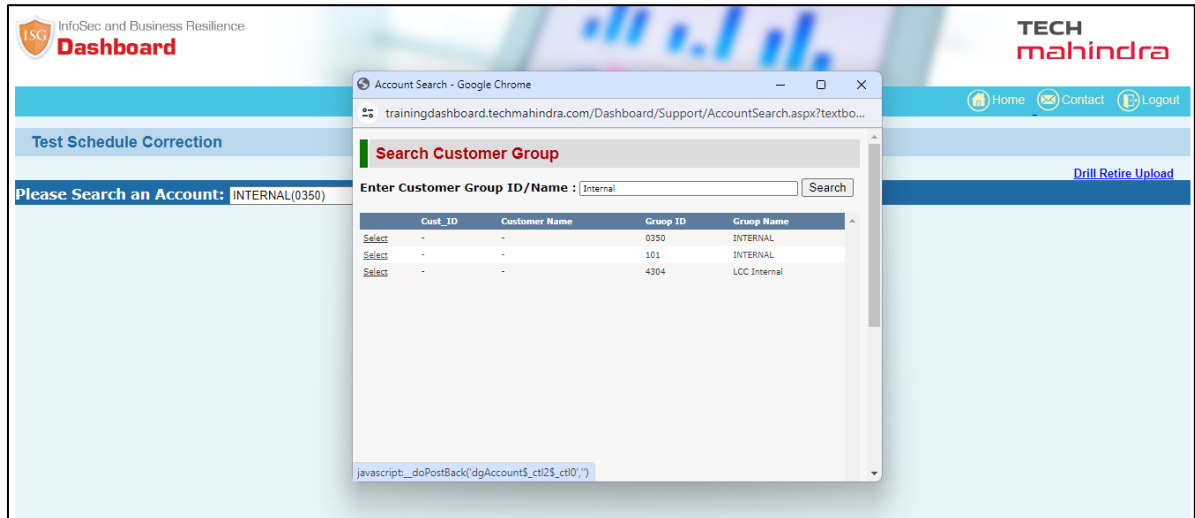

Input your customer group ID or name in the textbox given and click on the search button.

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

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 cutlture of resilience within the project.

Click on Change Proxy PM button.

Roles in Lighthouse

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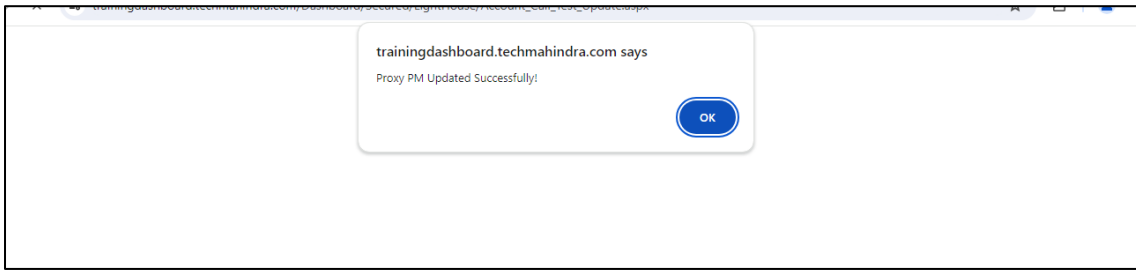
4   PLAN APPROVER

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

Roles in Lighthouse

Kindly Read the Instructions given on the screen below.

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

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

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	08th July 2023	Shivani Dalvi	Global Business Continuity Team	Head Global Business Continuity for Internal Ops Usage

GlobalBusinessContinuity@Techmahindra.com