

Continuity, Response, Recovery & Crisis Dependencies Check Point Repository

This repository is an enabler to support business continuity planners, project managers, function managers, location BCP/DR Reps nominated.

This repository enables us to store the associated annexure documentation and vital records required for response, recovery and crisis management as well as MOU (Memorandum of Understanding) input data summaries / details.

1. Below are the URLs for survey forms which can be assessed by the Project Managers, Function Managers, Project BCP/DR Reps, Function BCP/DR Reps, Location BCP/DR Reps
2. The list of the URL and its utility is described in the table below.
3. Representatives can utilize the URL's to access and respond to the checkpoint repository form
4. This is to enable easy access and analytical view for everyone across the organization – Location Councils, Service Line Delivery organization, Risk management professionals, Internal Service Provider teams – Corporate Services, Tech Infrastructure, CIO and Risk officers.
5. This enables the objective to meet Resilience with Partnerships

LIGHTHOUSE, TESTING, CRISIS MANAGEMENT – First Point Contact

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Sr.	Checkpoint Utility Description	URL
1	Proforma ICT Systems Disaster Recovery Planning ICT-QDRP-KYC - (This is the baseline knowledge repository of the application systems recovery plan)	https://forms.office.com/r/KJVwihUUrZ
2	Pre-RFP/ Post RFP planning stage: ICT Systems DR Planning - FACT SHEET ICT-FS -101 (This form enables the pre-planning of information required for ICT/DC environments for business operations – Do not know areas are important to track)	https://forms.office.com/r/s8is6kc1Sa
3	ICT Systems, Application Recovery, Platform DR Vital Inputs for MoU ICT-101 (This is the MOU input templates for enabling support requirements understanding and allocating service needs)	https://forms.office.com/r/S3FXa3GZ6a
4	MOU – Contingency Facilities Service Memorandum of Understanding (MOU) RESCUE-101 (This is the MOU input templates for enabling requirements, cost and allocation with external support)	https://forms.office.com/r/W4qpwqcC6G
5	Lighthouse Vital Record Business Continuity Management Repository LHVR-101 (This is the repository for various supporting documentation, references to continue operations during events with referential data points and summaries)	https://forms.office.com/r/G4s3LHsuFX

Editing the MOU you had updated

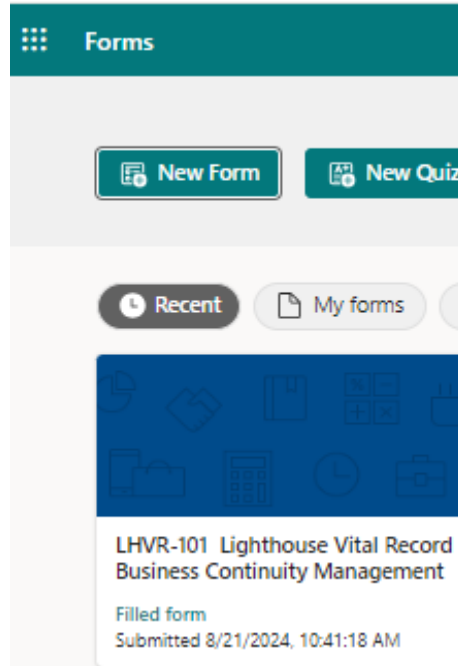
1. Use your browser <https://forms.office.com>

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2. You will be able to open the form which you have saved when you provided the 1st time input provided you have saved the form. Exhibit below to understand.



3. Open the saved form as above by double clicking on the same.
4. The form will prompt you to edit and when you click on the same you will be able to edit the content.
5. You may update the inputs as well as the documents and again save.
6. Ensure that you save the form.
7. The saved form will be available in MSFORMS for your use next time you wish to update. In this way your efforts are saved for all further updates.

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