Melton
Borough
Council

PROJECT MANDATE

Project name   Disaster Recovery Backups

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Project Manager: **Project Group:**	Chris Stone Chris Stone, David Bradberry, Dell

Purpose   Improve the efficiency of the efficiency of the backups required for disaster recovery. Increase the efficiency and capacity of admin staff by reducing the burden of changing backup tapes.

Contents

Topic	See Page
Issues to consider	
Background	
Project objectives	
Scope	
Constraints	
Interfaces	
Impact on services	
Outline Business Case (reasons)	
Project tolerances	
Reference to any associated documents or products	
An indication of who is/are the appointed Project Manager	
The customer(s), the user(s) and any other known stakeholders	

Project Classification: High Priority

External Funding
   (i)   **Source and Quantity**

None.

Costing Overview

Cap/Rev

	£	**Comment**
Initial costs	**35,000**	Mirrored SAN unit, configuration, building works – air conditioning etc.
External funding		
Net cost	**35,000**	
Ongoing costs	**1,000** **4,000**	Maintenance costs WAN costs
Phasing	There is no phasing.	

Responsible Officer	Chris Stone

Background	The move to Parkside has changed the Council's disaster recovery backup requirements.

There is no secure storage facility for tapes at Parkside. This has meant that tapes have to be transported on a daily basis to the fire safe at Phoenix House. This is utilising a considerable amount of admin staff time to transport the tapes.

It is considered best practice to store backups required for disaster recovery purposes offsite.

In the next few years it is likely that it will not be possible to backup all of the Council's data within 24 hours. Should this occur it will be necessary to mirror the data offsite in real time.

It is therefore considered necessary for the Council to implement a real time offsite backup facility.

An offsite real time backup facility could be established at The Cove by making use of the improved WAN connection to the site.

Project objectives	Establish an offsite real time backup facility, to ensure that no data is lost in the event of a disaster.
	To improve the efficiency of admin staff by reducing the current burden of transporting tapes.
Scope	Mirror the data on the Dell SAN unit to an offsite backup facility.
	Data on the SUN SAN is excluded. Data not on the Melton cloud is excluded.
Constraints	Resources and funding. Change in priorities.
Interfaces (internal/ external)	Melton ICT Services, Dell.
Impact on services	Melton ICT resource is required to manage the install and reconfigure equipment as appropriate.
Outline Business Case (reasons)	If the quantity of data stored in the Melton cloud continues to increase it will not be possible to backup it all up within 24hours.
	To ensure that no data is lost in the event of a disaster, new backup solutions are required.
	It is currently taking admin staff 5 to hours per week to move backup tapes between Parkside and Phoenix House. A new backup solution will alleviate this.
Project tolerances (critical success factors)	Project costs +/- 20% of estimate Time:- completion by March 2012 Secure Offsite backup facility established
Completion criteria/ exit strategy	Regular backups securely stored offsite.

Reference to any associated documents or products	The Cove WAN
List customer(s), the user(s) and any other known stakeholders	Customer Services, Primary Care Trust, ICT Services

Will an equalities impact assessment be undertaken on the proposal
No – this project does not directly affect equalities.