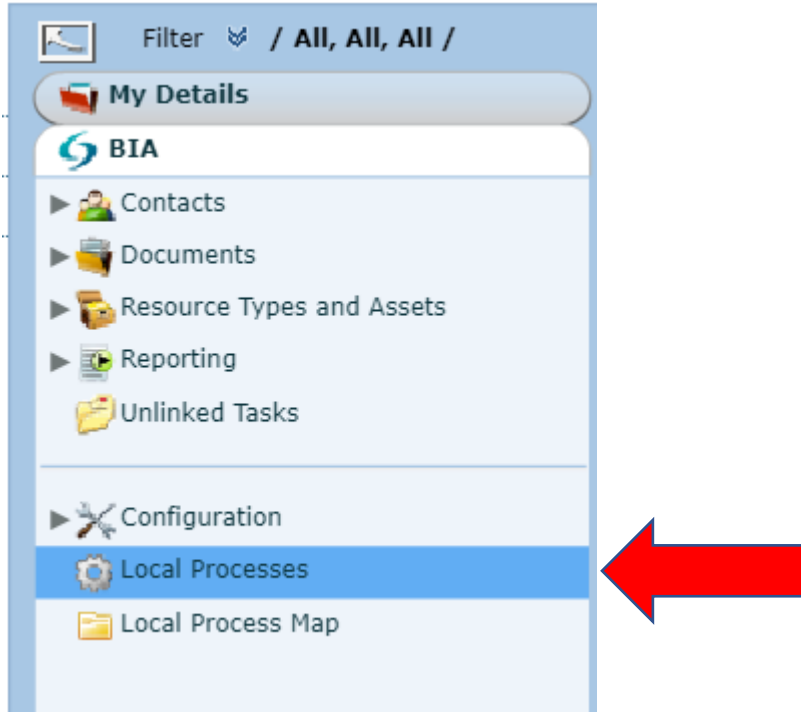


Navigating the BIA: 3. Editing/Updating a Local Process

Editing/Updating a local process

1. To edit or update an existing process, open the list of current Local processes, go to the BIA module and click on Local Processes in the left-hand menu:



2. A list of your current Local Processes will appear on the right side of the screen. It will look something like this:



3. Double-click on a process name to view information about that process. The main screen for that process will appear. It will look something like this:

Navigating the BIA: 3. Editing/Updating a Local Process

The screenshot shows the 'Edit Local Process Academic Research' screen. The breadcrumb navigation is 'BIA > Process List > Edit Local Process Academic Research'. The page title is 'Edit Local Process Academic Research' with an 'Actions' link. The form contains the following fields:

Local Process Name	Academic Research	Process Type	Human Resources
Recovery Time Objective	3 days	Recovery Point Objective	Not Set
Achievable Recovery Time	Not Set	Achievable Recovery Point	Not Set
MTPoD	Not Set		

Below the form is a navigation menu with the following items:

- General Information
- Impact Assessment
- BAU Requirements
- Recovery Requirements
- Areas Relying On

From this screen, you can update any fields you wish.

- To update the **Process Name**, click in the Local Process Name field and enter new information. This is a free text field; you may enter up to 250 characters.

The screenshot shows the 'Edit Local Process End-User Support' screen. The breadcrumb navigation is 'BIA > Process List > Edit Local Process End-User Support'. The page title is 'Edit Local Process End-User Support' with an 'Actions' link. The form contains the following fields:

Local Process Name	End-User Support
--------------------	------------------

- To update the **Process Type**, click on the down-arrow for this field and select from the drop-down list. Like the BCP plans, Process Types are organized according to the BETH3 model (Buildings, Equipment, Technology, Human Resources, Third-party vendor/partner).

The screenshot shows the 'Process Type' dropdown menu. The current selection is 'Buildings'. The menu lists the following options:

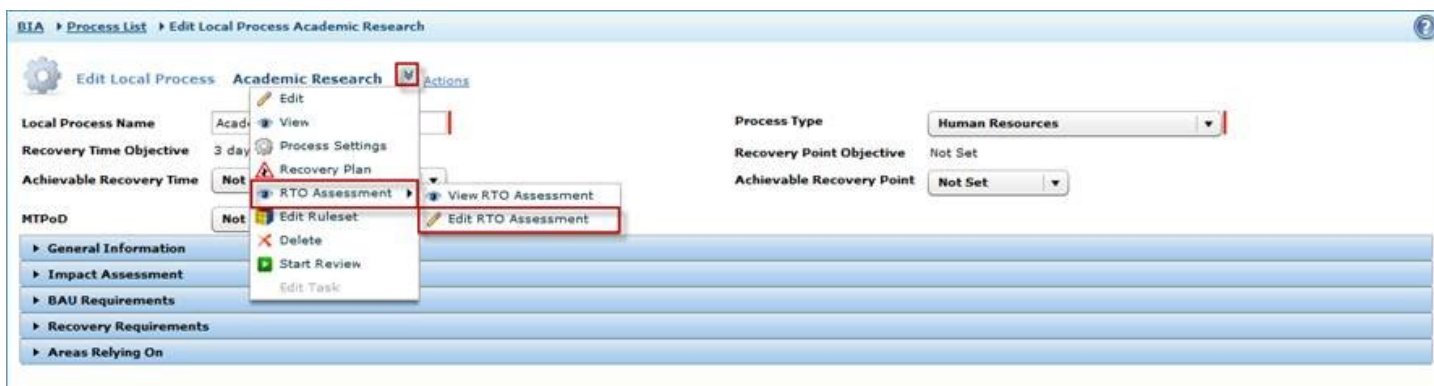
- All Process Types
- Buildings
- Equipment
- Human Resources
- Technology
- Third-party vendor/partner

Navigating the BIA: 3. Editing/Updating a Local Process

Examples of typical processes in each of these types include:

- **Buildings:** the name of a particular facility, such as the Franklin Building
- **Equipment:** examples include Lab equipment or Transportation vehicles. Also, hard-copy documents are considered Equipment
- **Human Resources:** includes labor-based processes, such as Financial processing; Teaching; Conducting research
- **Technology:** includes both software and hardware **owned by your organization**. If it is a piece of technology owned by another organization in the University and your organization uses it, you do NOT enter it as a separate process; you will connect any processes that depend upon that technology to a Resource with the name of that technology (see #4, *Creating a dependency*, for instructions)
- **Third-party vendor/partner:** the name of a particular vendor, such as XYZ Supplies, Inc.

6. The **Recovery Time Objective (RTO)** asks the question: how long can we go without this process or system? For example, if you listed Penn 0365 as a critical Technology system, how long can you continue critical processes and functions without e-mail? To update the RTO, go to the name of the process at the top of the screen. Click on the down arrow next to the name. In the drop-down list, select RTO Assessment and then select 'Edit RTO Assessment'.



This will then open the RTO Assessment page. At the bottom of the screen, click the button marked Manual Override RTO, and select one of the options from the drop-down list.

Navigating the BIA: 3. Editing/Updating a Local Process

BIA > Impact Assessment

Impact Assessment for Academic Research

Timescales: 1 hours, 4 hours, 24 hours, 3 days, 7 days, 8 days

Please select Manual Override: Not Set, Not Set, Not Set, Not Set, Not Set, Not Set

Additional Information

Current RTO: 3 days
This value was manually overridden.

Manual Override RTO: 3 days

Assessed by

Summary Reason

Save Cancel

Here is some guidance for determining which option to select:

Recovery Time Objective (RTO)	Considerations
Less than 1 hour	<ul style="list-style-type: none"> Health and human safety in jeopardy Significant financial impact/cost Significant research impact Large number of transactions Date/time highly sensitive No ability for workarounds
Up to 4 hours	<ul style="list-style-type: none"> Significant impact on critical processes Large number of dependent processes or systems Significant disruption to operations Limited ability for workarounds
Up to 1 day	<ul style="list-style-type: none"> Frequent usage/large user base Important time-based constraint Limited ability for workarounds
Up to 3 days	<ul style="list-style-type: none"> Some workarounds available Moderate number of transactions

Navigating the BIA: 3. Editing/Updating a Local Process

	<ul style="list-style-type: none"> Limited user base
Up to 1 week	<ul style="list-style-type: none"> Process or system with limited scope Not time sensitive Workarounds available
Greater than 1 week	<ul style="list-style-type: none"> Process or system with few or no dependencies Workarounds easily available Infrequent occurrence

7. The **Recovery Point Objective (RPO)** reflects how much data you can afford to lose in an IT system as a result of an outage or disruption. **NOTE: RPO is only used for Technology items a process depends upon.**

To update the RPO, open one of your Local processes.

The screenshot shows the 'Edit Local Process' interface for 'Academic Research'. The form includes several fields: 'Local Process Name' (Academic Research), 'Recovery Time Objective' (Not Set), 'Achievable Recovery Time' (Not Set), 'MTPoD' (Not Set), 'Process Type' (Human Resources), 'Recovery Point Objective' (Not Set), and 'Achievable Recovery Point' (Not Set). Below the form are expandable tabs: 'General Information', 'BAU Requirements', 'Recovery Requirements', and 'Areas Relying On'.

Open the tab called BAU Requirements.

The screenshot shows the 'BAU Requirements' tab expanded. A red arrow points to a table with the following data:

Name	Provider	Owner	RTO Required	ART	RPO Required	ARP	Description
Meyerson Hall	/University of...	None	N/A	Not Set	N/A	N/A	Main SOD building

Go to Search and Browse, and search for the name of the IT system on which this process depends, and for which you want to set the RPO. Using Select one, select External Process, then use Name and contains, to find the IT system on which this process depends.

Navigating the BIA: 3. Editing/Updating a Local Process

Search and Browse

Search Browse

Show advanced options

External Process

Name contains 365

Select one

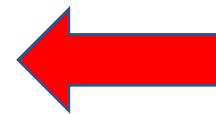
Search Reset

There are 1 results.

Penn0365

Drag and drop that IT system name into BAU Requirements.

General Information				
BAU Requirements				
Name	Provider	Owner	RTO Required	ART
Meyerson Hall	/University of...	None	N/A	Not Set
Penn0365	/Risk Manage...	BRENT A FRI...	Not Set	4 hours



A pop-up box will appear. Go to the option named, Enter your required RPO, and select an item from the drop-down list.

Navigating the BIA: 3. Editing/Updating a Local Process

BAU Requirements for Penn0365

Please describe your reliance on Penn0365

Enter your required RTO for Penn0365

Not Set



(ART = 8 days)

Enter your required RPO for Penn0365

N/A



(ARP = 1 hours)



Enter any manual workaround solutions you can adopt if Penn0365 was unavailable



Be sure to Save before leaving the pop-up page, and then Save again before leaving the Local process screen.



- To update the **Overview** field, click on the General Information tab, then click in the Overview field and enter new information. This is a free text field; you may enter up to 4,000 characters.

General Information

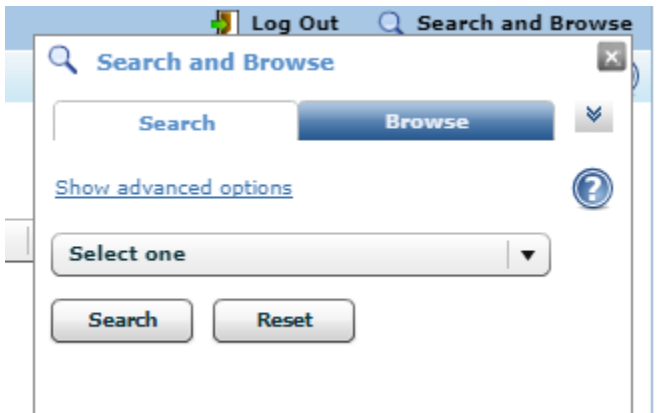
Overview	<input type="text" value="Create and maintain a supportive environment, in which technology"/>
BAU Location	<input type="text" value="P241 Franklin Building"/>

Navigating the BIA: 3. Editing/Updating a Local Process

9. The **Owner** field must contain the name of an individual member of the Penn community. To clear out the name of the current person listed in the field, click on Clear next to the red button.

Owner  [Clear](#) 

To enter a new person's name, go to Search and Browse.



Log Out Search and Browse

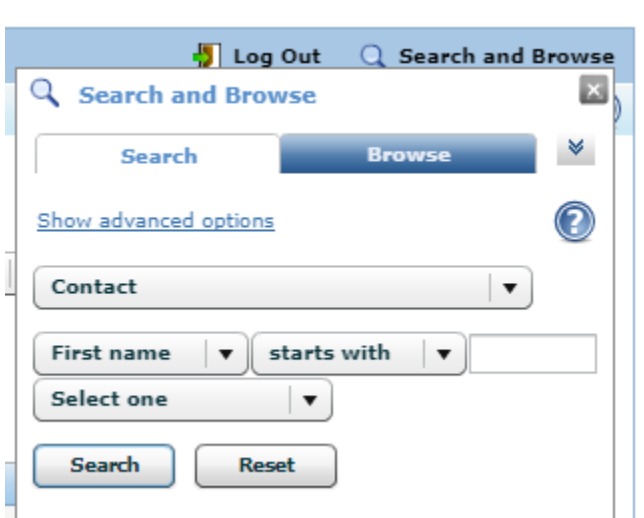
Search Browse

Show advanced options

Select one

Search Reset

From the drop-down list called Select one, select Contact.



Log Out Search and Browse

Search Browse

Show advanced options

Contact

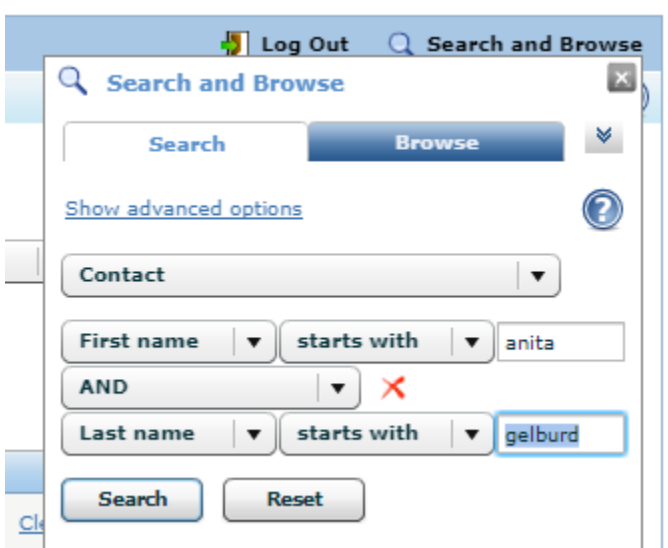
First name starts with

Select one

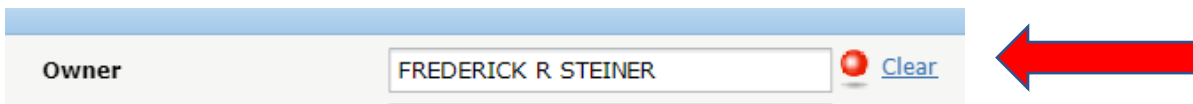
Search Reset

In the First name field, enter a person's first name. From the Select one field below First name, select AND. When a new field appears, from the drop-down list, select Last name.

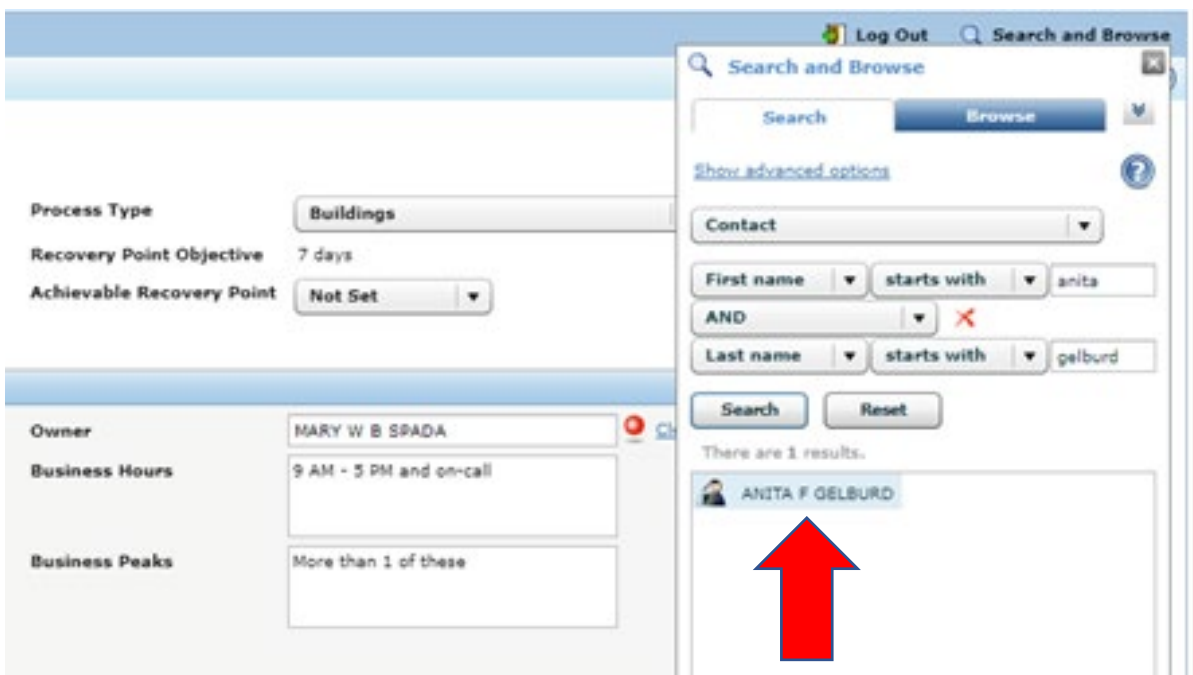
Navigating the BIA: 3. Editing/Updating a Local Process



10. Then click Search. To clear out the name of the current person listed in the field, click on Clear next to the red button.

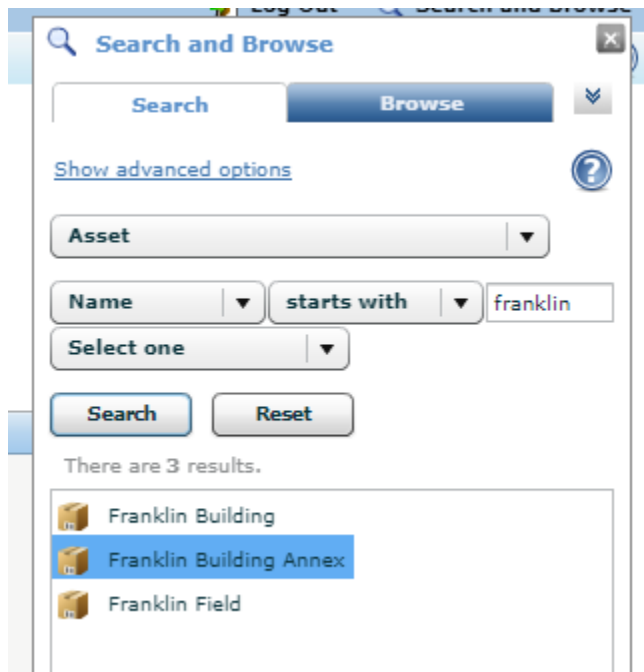


Once the field is empty, drag and drop the new name from Search and Browse into the **Owner** field.

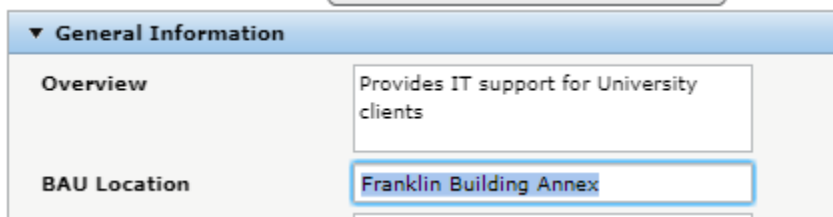


Navigating the BIA: 3. Editing/Updating a Local Process

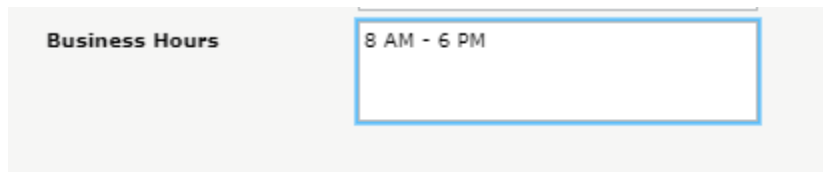
11. The **BAU location** field (BAU stands for Business as usual) should be populated consistently with the Building Assets list in Shadow-Planner. Using Search and Browse (see above), from the Select one drop-down list, select Asset. Then search on the name of the building.



In the BAU Location field, enter the name of the building as it appears in the Asset list.



12. To update the **Business hours** field, click in the field and enter new information. This is a free text field; you may enter up to 250 characters.

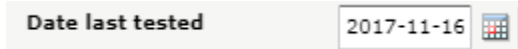


13. To update the **Business peaks** field, click in the field and enter new information. Please enter one of the following items:
- Specific time of week
 - Specific time of month
 - Specific time of year
 - More than 1 of these
 - None of these

Navigating the BIA: 3. Editing/Updating a Local Process

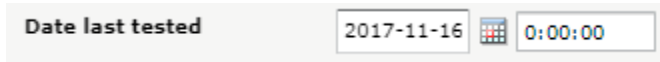
"None of these" is for processes that are steady throughout the year.

14. To update the **Date last tested** field, use the calendar to select the date of your organization's most recent tabletop or disaster recovery exercise.



The screenshot shows a form field labeled "Date last tested" with a date picker set to "2017-11-16".

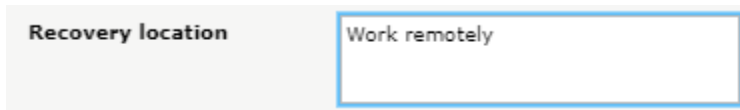
The field for the time on that date may be left blank.



The screenshot shows a form field labeled "Date last tested" with a date picker set to "2017-11-16" and a time field set to "0:00:00".

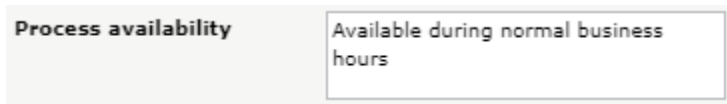
15. Like the BAU location field, the **Recovery location** field should be populated consistently with the Building Assets list in Shadow-Planner, if the recovery location is an on-campus facility (see #10 above for instructions for doing this).

If not, since this is a free text field (character limit: 4000), you may enter the name of an off-campus location, or other text such as, "Work remotely."



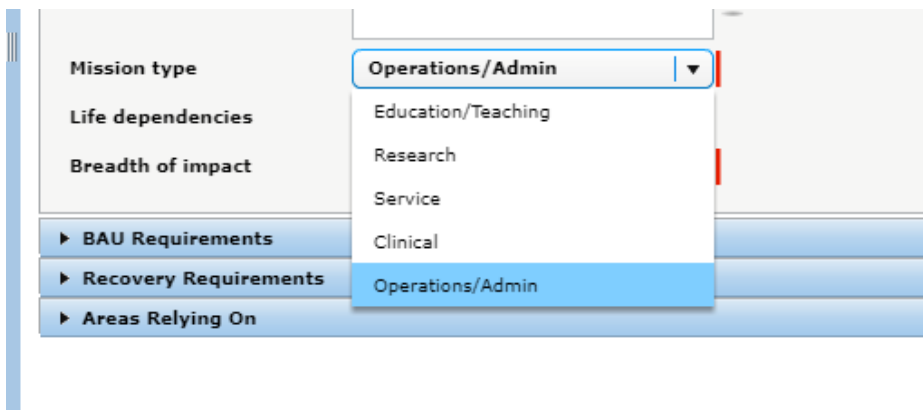
The screenshot shows a form field labeled "Recovery location" with the text "Work remotely" entered.

16. To update the **Process availability** field, click in the field and enter new information. This is a free text field; you may enter up to 4,000 characters.



The screenshot shows a form field labeled "Process availability" with the text "Available during normal business hours" entered.

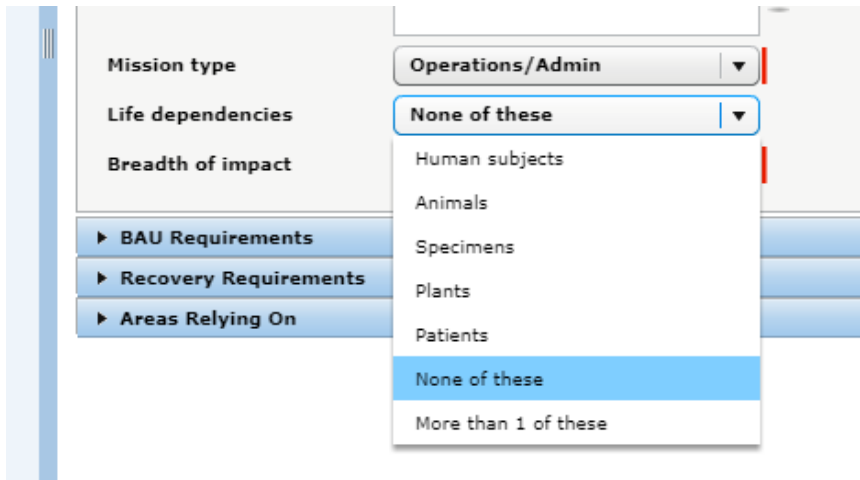
17. To update the **Mission type** field, use the drop-down list to select one of the items.



The screenshot shows a form field labeled "Mission type" with a drop-down list open. The list contains the following options: Operations/Admin, Education/Teaching, Research, Service, Clinical, and Operations/Admin. The "Operations/Admin" option is selected.

18. To update the **Life dependencies** field, use the drop-down list to select one of the items.

Navigating the BIA: 3. Editing/Updating a Local Process



19. To update the *Breadth of impact* field, use the drop-down list to select one of the items.

