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PMI North East Indiana Chapter

Membership in your local PMI chapter has many benefits:

- Networking with your professional peers
- Gaining interesting and useful information through chapter meetings and publications
- Keeping current on best practices of the PM profession
- PMPs earn PDUs
- Making new friends and acquaintances
- Getting a FREE meal (when you bring a guest)!

[Join](#) PMI NEIC today! It's inexpensive and easy to become a member!

February 22, 2006 Chapter Meeting

Business Continuity:

Applying Project Management Disciplines

to Protect the Business Investment

Presented by:

Greg McCormick, PMP, owner of Cedar Canyon Consulting, LLC

Greg's program can assist business managers in establishing or improving their company's Business Continuity (BC) program, project managers in leading these large endeavors, and technical communications professionals in supporting such initiatives.

Join Greg and PMI NEIC for this timely and important topic.

Interested in becoming a PMP?

[Learn online](#) with Dave Maynard, PMP

Tips You Can Use

Source: Disaster Recovery Institute International

Damage Assessment:
(1) Create an action plan for assessing damage including:

(2) Understand economics of repair versus replacement

(3) Understand the capabilities of salvage specialists in selecting and applying relevant methods of contamination analysis

(4) Understand the criteria for selecting appropriate subcontractors for salvage operations

(5) Clearly relate damage assessment to business continuity of organization

Hall's Guesthouse

- 5:30 Social Time
- 6:00 Dinner
- 7:00 Speaker

[RSVP](#) for the meeting online at the PMI NEIC website today!

PM Around the World

Excerpted from Disaster Recovery Institute Newsletter, December 2005

You know how to do the recovery in your sleep. So it shouldn't be a problem, right? Wrong. Some of the critical file names changed last week; and you can't remember the exact names to use when issuing recovery commands. You now have to dig through your off-site documentation and find your recovery procedures to get those file names. Fortunately, you not only had the current file names listed you also had them bolded so they were easy to read and identify on the pages.

Recovery procedures should include Background information and Instructional information. Background information includes:

- Purpose of the procedure
- Scope of the procedure (i.e. location, equipment, personnel, and time associated with what the procedure encompasses)
- Reference materials (i.e., other manuals, information, or materials that should be stored off-site)
- Documentation describing the applicable forms that must be used when performing the procedures (i.e. declaring a disaster or requesting delivery of off-site tapes)
- Authorizations listing the specific approvals required

Procedures must be written in a clear and concise manner. In some cases, procedures can be "boiler plate" or "fill-in-the-blank", and later modified with specific information. This would be useful in an organization that had several critical databases to recover. Boiler plate recovery procedures develop individual recovery procedures for each database. You should fill in blanks with specific database names, critical file names, or specific recovery commands.

To read the entire article: [Click here](#)