

Tape Lif	Task Name	Duration	Nov 13, '05							Nov 20, '05							Nov 27, '05							De						
			S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	<b>Project Initiation</b>	<b>40.24 days?</b>																												
2	<b>Define Scope and Deliverables</b>	<b>0.5 days?</b>																												
3	Evaluate Tape Backup, Vaulting, and Restoration procedures	0.25 days?																												
4	Evaluate the use of Encryption	0.25 days?																												
5	Assign Team Members	0.5 days?																												
6	Assign Functions to Members	0.5 days?																												
7	Agree upon start and end dates	0.5 days?																												
8	Establish schedule for periodic reviews	0.5 days?																												
9	Complete Audit Planning Work Plan	1 day?																												
10	Prepare initial sections of Engagement Control Work Sheet	1 day?																												
11	Deliverable is project plan, costs, and time schedule for deliverables	1 day?																												
12	<b>Weekly Status Meeting</b>	<b>40.24 days</b>																												
15	Weekly Status Meeting 4	0.24 days																												
16	Weekly Status Meeting 5	0.24 days																												
17	Weekly Status Meeting 6	0.24 days																												
18	Weekly Status Meeting 7	0.24 days																												
19	Weekly Status Meeting 8	0.24 days																												
20	Weekly Status Meeting 9	0.24 days																												
21	Weekly Status Meeting 3	0.24 days																												
22	<b>Environment and Overview</b>	<b>4 days?</b>																												
23	Operating Environments	1 day?																												
24	Tape Management Systems Used	0.5 days?																												
25	Tape Management S&P Review	1 day?																												
26	Tape Management Staff and Organization Review	0.5 days?																												
27	Deliverable is documented present Tape Backup Process	1 day?																												
28	<b>Review external relationships and vendors</b>	<b>4 days?</b>																												
29	Who do you purchase tapes from?	0.5 days?																												
30	How often do you renew tapes?	0.5 days?																												
31	Who is your Tape Vault Vendor?	0.5 days?																												
32	How do you get rid of old tapes?	1.5 days?																												
33	Deliverable is description of external vendors and services	1 day?																												
34	<b>Review how tapes are defined as needing to be backed up</b>	<b>3 days?</b>																												
35	Critical System Files	0.5 days?																												
36	Critical Application Files	0.5 days?																												
37	Critical Compliance Files	0.5 days?																												
38	Other Critical Files	0.5 days?																												
39	Deliverable is description of how files are selected for backup	1 day?																												
40	<b>Review how Backup Tapes are created</b>	<b>2.5 days?</b>																												
41	Naming Conventions?	0.5 days?																												

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			S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		S			
42	When backup is performed	0.5 days?																										
43	How backup is logged and tracked	0.5 days?																										
44	Deliverable is description of how tapes are backed up	1 day?																										
45	<b>How are backups transported between vault(s)</b>	<b>5 days?</b>																										
46	Where are tapes stored before vaulting pickup	0.5 days?																										
47	Vaulting procedures for tape logging and tracking	1 day?																										
48	Local Vault	0.5 days?																										
49	Off-Site Company Vault	1 day?																										
50	Remote Vaulting Vendor Vault	0.5 days?																										
51	Review and document full life cycle to and from vault	0.5 days?																										
52	Deliverable is description of how tapes are transported to vault	1 day?																										
53	<b>Vendor Remote Vault Audit</b>	<b>3 days?</b>																										
54	Review how client tapes are handled at remote vault	1 day?																										
55	<b>Condition of tapes at remote vault</b>	<b>2 days?</b>																										
56	Shelf Life and media condition	0.5 days?																										
57	Media Type and compatibility with current equipment	0.5 days?																										
58	Deliverable is description of VRI Vaulting Procedures	1 day?																										
59	<b>Compare tape backup, vaulting, and restore procedures to other vendors</b>	<b>2 days?</b>																										
60	Iron Mountain	0.5 days?																										
61	Zurich Depository	0.5 days?																										
62	Deliverable is comparison of services between vendors	1 day?																										
63	<b>Evaluate Current Tape Backup, Vaulting, and Restoration procedures</b>	<b>8 days?</b>																										
64	Rate procedures against any identify risks	2 days?																										
65	Document Findings and Implications	3 days?																										
66	Make Recommendations for Improvement in Detailed Findings	3 days?																										
67	 <b>Evaluate the need for encryption</b>	<b>10 days?</b>																										
68	<b>Types of files that are candidates for encryption</b>	<b>5 days?</b>																										
69	Compliance Files	1 day?																										
70	Critical System Files	1 day?																										
71	Critical Application Files	1 day?																										
72	Deliverable is list of candidate files for encryption	2 days?																										
73	<b>Types of Encryption available</b>	<b>1 day?</b>																										
74	Selection of a reliable key structure	1 day?																										
75	Impact of encryption on backup and restoration storage and times	1 day?																										
76	Impact of encryption on ability to restore files during a disaster event	1 day?																										
77	What Laws and Regulations, existing or pending, require encryption?	1 day?																										
78	How should tape procedures be changed to adhere to compliance needs?	1 day?																										
79	<b>Management Report and Presentation</b>	<b>3 days?</b>																										
80	Report on Findings with Recommendations	3 days?																										



