Project #2
Writing Policies and Procedures

In this project, we will get experience writing and evaluating policies and procedures for a computing service organization. In this case, the organization is our own NetSAL Computing Services organization. For this project, each team will write one of the following sets of policy/procedure documents:

A. **Disaster Recovery Plan.** This should include a Risk Analysis to our systems and customers, as well as a Disaster Recovery Plan as described in PSNA Chapter 10. Since our servers will be housed in the McClearans Data Center, you will want to research Southeastern’s current Disaster Recovery Plan and include relevant parts of it in your document. Remember however, that our servers and customers have special needs that may not be covered by that document, and the ability of our SysAdmins to access those servers must be considered as well.

B. **Ethical Policies.** This should include an Acceptable Use Agreement to which we can ask our customers to agree, as well as a Privileged-Access Code of Conduct for our system administrators. Follow the guidelines in PSNA chapter 12. You may want to research the Acceptable Use Agreement (or equivalent) at Southeastern, and use it as source material for ours, but they deal with different populations, so they should be different!

These documents are due at the beginning of class on Thursday, 9/27/07. We will then have groups exchange materials, and each group producing part A will evaluate another group’s part B documents (and vice-versa). A short written criticism/evaluation will be due from each group at the beginning of class on Thursday, 10/4/07.

All documents should be prepared in MS Word. For now, the group leader should send the group’s documents to Dr. Kammerdiener as an attachment to an email whose subject line is “Project 2 Submission”.