

Directory of ProtectWare[®] Templates on CD

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<u>1. OVERVIEW – PLAN, PICTURES, AND TOOLS INDEX</u>

- 1-T1 ProtectPro Network Protection Plan (Blank Plan)
- 1-T2 ProtectPro Pictures (Blank)
- 1-T3 Index of ProtectPro Network Protection Tools

3. PEOPLE MANAGEMENT TOOLS

- 3-T1 Action Plan Checklist
- 3-T2 ProtectPro Team Meeting Agendas

4. PHYSICAL CONTROL TOOLS

- 4-T1 Inventory List of Computer Hardware
- 4-T1s1 Inventory List of Computer Hardware (Sample Large Network)
- 4-T1s2 Inventory List of Computer Hardware (Sample Small Network)
- 4-T2 Inventory List of Computer Software
- 4-T2s Inventory List of Computer Software (Sample)
- 4-T3 Software User License Compliance Checklist
- 4-T4 Insurance Coverage Summary
- 4-TM1 Memo from Management: Keeping Our Software Legal!

5. LOGICAL ACCESS CONTROL TOOLS

- 5-T1 Network Security Users Rights Summary
- 5-T1s Network Security Users Rights Summary (Sample)
- 5-T2 Network Security Workgroup Assignments
- 5-T2s Network Security Workgroup Assignments (Sample)
- 5-T3 Remote Computing Users Access Security
- 5-T3s Remote Computing Users Access Security (Sample)
- 5-TM1 Memo from Management: Network Security and Using Passwords
- 5-TM2 Memo from Management: Using the Internet and E-mail Safely

6. ADMINISTRATIVE CONTROL TOOLS

- 6-T1 Network System Configuration and Topology Sample for Multiple Server Systems
- 6-T1s Network System Configuration and Topology Sample for Netware Network System
- 6-T2 Network Diagrams Physical Topology (Blank)
- 6-T3 Network Diagrams Cabling Floorplan (Blank)
- 6-T4 Standard Workstation Setup Checklist
- 6-T5 Printers and Print Drivers
- 6-T6 Anti-virus Scanning/Definitions Update Log
- 6-T7 Change/Preventive Maintenance Logs
- 6-T8 Computer User Problem Log
- 6-T9 Add, Move, or Change Request Form
- 6-T10 Maintenance Checklist Weekly Network Tasks; Monthly & Quarterly Desktop Tasks
- 6-T11 Maintenance Procedures Network and Workstations
- 6-T12 Technical Support Case Log
- 6-TM1 Memo from Management: Preventing Damage from Computer Viruses

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7. BACKUP CONTROL TOOLS

- 7-T1 Computer Backup and Restore Procedures Network Server; Workstation PCs (Laptops
- 7-T2 Computer Backup Logs Network Server; App Server; Web Server; Workstations; Multiple PCs
- 7-T3 Backup Calendar and Signoff Log Network Server; Laptops or Workstations
- 7-T4 Video Monitoring Calendar and Signoff Log M/W/F for One Month
- 7-T5 Emergency Offsite Backup Server and Workstations Diagram (*with Drawing AutoShapes*)
- 7-T6 Create Backup Server and Restore Data Procedures
- 7-T7 Disaster Recovery Kit Critical Software and Files
- 7-TM1 Memo from Management: Backups of Computer Data on Stand-alone PCs

8. DISASTER RECOVERY TOOLS

- 8-T1 Disaster Recovery Personnel Assignments (Small Company)
- 8-T1v2 Disaster Recovery Teams and Key Responsibilities (Large Co.)
- 8-T2 Disaster Scenarios and Recovery Procedures
 - Disaster Code Summary and Assignments of Key Personnel by Disaster Code
- 8-T2v2 Disaster Scenarios and Reporting Assignments
 - Team Assignments by Facility Recovery Sites
- 8-T2v3 Disaster Scenarios and Recovery Procedures
 - By Technical, Organizational and Follow-up Actions
- 8-T3 Disaster Recovery Strategic Alliances – Offsite storage of tape backups, primary and alternative offsite operating facilities,
 - telecommunications carriers, phone system equipment, cell and mobile systems, ISPs, network cabling, backup power, network and PC consultants, computer hardware and software purchase, customized software, supplies, business forms, etc.
- 8-T4 Playscripts for Disaster Recovery and Business Resumption Cycles
 - Disaster Declaration and Recovery Command Cycle
 - Emergency Communication Cycle
 - Network and Communication Services Recovery Cycle
 - Cash Disbursement Cycle Wires and ACH Transfers
- 8-T5 Emergency Network Equipment List
- 8-T6 Emergency Computer Software List
- 8-T6s Emergency Computer Software at Offsite Location (Sample)
- 8-T7 Emergency Office Supplies List
- 8-T8 FEIN and Bank Account Information
- 8-T9 Emergency Vendor and Clients Contacts
- 8-T10 Emergency Phone Numbers and Procedures
- 8-T11 Recovery Testing Sessions Log Results and Findings
- 8-T12 Disaster Incident and Damage Assessment Report
- 8-TM1 Memo from Management: Employee Designated Emergency/Out-of-Area Contact
- 8-TM2 Memo from Management: Incentive Pay for Business Resumption Duties

9. MONITORING AND REPORTING TOOLS

- 9-T1 Reserved for Management's Test of Controls Monitoring Checklist
- 9-T2 Reviewing Draft ProtectPro Plan and Tool Documents
- 9-T3 Report Cover
- 9-T4 Report Binder Side
- 9-T5 Report Binder Index Tabs

