A PROPOSED METHODOLOGY TO DEVELOP DISASTER RECOVERY PLAN FOR CICT UTM

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A project report submitted in partial fulfilment of the requirements for the award of the degree of Master of Computer Science (Information Security)

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To my lovely mother, father, Wife and Sons

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ABSTRACT

In a modern world of business and enterprise organizations process, the use of Information Technology (IT) has played a big important role. Almost every organization use different types of IT instruments in order to make their daily business operations become more efficient and effective. Even though business organizations operations' hugely dependent on using IT service, but there are problems which directly threatens IT services of business enterprises. One of the threats is disasters. Disaster is any event that causes a business interruption or discontinuation of a critical organization's services including its information infrastructure, for unspecified period of time. The effects from disasters, either manmade or acts of natural, can cause to be an organization helpless. Every organization is susceptible to disasters either natural or mad man such as earthquakes, hurricanes, and floods and viruses, which happen regularly throughout the world. Many organizations have tried to develop their own disaster recovery plan but the organizations do not have a systematic approach to follow and develop their DRP. Since disaster is an unpredicted event, and could strike any time but for every ten organizations, only one has Disaster Recovery Plan (DRP). However this study will propose a methodology for Centre for Information Communication and Technology of UniversitiTeknologi Malaysia (CICT UTM) to develop disaster recovery plan. The proposed methodology framework consists of nine steps which are Obtain Top Management Commitment, Develop Contingency planning policy, Risk Assessment, Conduct Business Impact analyse, Develop Recovery Strategies, Emergency Response and operations, Training and Testing, Maintaining and Review and Approve the disaster Recovery Plan. The proposed DRP methodology framework will help the CICT UTM to develop their own DRP.

ABSTRAK

Dalam dunia moden perniagaan dan organisasi perusahaan proses, penggunaan Teknologi Maklumat (IT) telah memainkan peranan yang penting. Hampir kesemua organisasi menggunakan jenis instrumen IT untuk membuat operasi perniagaan harian mereka menjadi lebih cekap dan berkesan. Walaubagaimanapun organisasi perniagaan operasi sangat bergantung kepada penggunaan perkhidmatan IT, tetapi terdapat masalah yang secara langsung mengancam perkhidmatan perusahaan perniagaan IT. Salah satunya ialah bencana. Bencana merupakan peristiwa yang menyebabkan gangguan perniagaan atau pemberhentian perkhidmatan sesebuah organisasi yang kritikal termasuk infrastruktur maklumat, bagi tempoh masa yang tertentu. Kesan daripada bencana tersebut disebabkan oleh tindakan manusia atau semulajadi. Setiap organisasi mudah terdedah kepada bencana alam semula jadi seperti gempa bumi, ribut taufan, banjir dan virus yang berlaku secara berkala di seluruh dunia. Banyak organisasi telah cuba untuk membangunkan pelan pemulihan bencana mereka sendiri tetapi organisasi tidak mempunyai pendekatan yang sistematik untuk mengikuti dan membangunkan DRP mereka. Memandangkan bencana merupakan sesuatu yang tidak boleh diramal dan boleh menyerang organisasi pada bila-bila masa, setiap sepuluh organisasi hanya satu yang mempunyai Pelan Pemulihan Bencana (DRP). Kajian ini akan mencadangkan kaedah untuk Pusat Penerangan Komunikasi dan Teknologi di Universiti Teknologi Malaysia (CICT UTM) supaya pembangunan rangka kerja metodologi tersebut dapat dibangunkan. Kaedah tersebut terdiri daripada sembilan langkah seperti berikut; mendapatkan pengurusan tertinggi komitmen, membangunkan dasar perancangan jangka, penilaian risiko, kelakuan perniagaan kesan menganalisis, luar membangunkan strategi pemulihan, respons kecemasan dan operasi, latihan dan ujian, mengekalkan dan kajian dan meluluskan pelan pemulihan bencana.

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LIST OF ABBREVIATIONS

BCP	-	Business Continuity Plan
BIA	-	Business Impact Analyze
CICT	-	Centre for Information Communication and Technology
DRP	-	The Disaster Recovery Plan
IRP	-	The Incident Response Plan
NIST	-	National Institute of standards and Technology

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CHAPTER 1

INTRODUCTION

1.1 Introduction

In a modern world of business and enterprise organizations process, the use of Information Technology (IT) has played a big important role. Almost every organization use different types of IT instruments in order to make their daily business operations become more efficient and effective. There are vast amount of advantages in IT that is used in business enterprises. The use of IT improves the efficiency of business which means that more tasks can be achieved with fewer resource which produces to more benefits for the organization. Business organizations are using different types of IT to increase company's productions in certain business activities to get a competitive benefit against other corporations that produce same goods and products.

IT services allow the companies to communicate with its customers, business partners, and with other employees across the world. IT provides organization to communicate with other organizations. IT also makes communications globally possible. The word communication is referred and considered the basic thing which allows business organizations to success their business operation; hence the word is becoming more interrelated and organized because of IT services. Inother word, when organization wants to communicate to its partner business it will use one of these IT facilities such as email, phone, mobile IT, video conferencing, Skype, etc. Even though business organizations operations' hugely dependent on using IT service, but there are problems which directly threatens IT services of business enterprises. One of the threats is disasters. The word disasters defined any catastrophic event or human-caused occurrence that harmfully impacts the business operations or the environment. It disrupts business continuity and may affect long-term business objectives. Disasters are often seen as the failure to effectively manage risks to different business entities (Barker and Maxwell, 1995)

Disasters are generally divided into two categories which are natural disaster and man-made disasters. Natural disasters are often sudden, giving organizations only a small amount of time to deploy any security measures. Disasters have a negative effect on the environment and people. These types of disasters include natural hazards such as volcanic eruptions, earthquakes, and landslides that result in loss of life, property, and economy. Man-made disasters are caused by human error, ignorance, negligence, or individuals with malicious intentions. These disasters are unpredictable and can spread across a wide area. They are sometimes unpreventable as well. System failures, power and telecommunication outages, terrorism, and cyber terrorism fall under this category.

Business enterprises need protection against any disasters either natural or man-made. In order to do that, Disaster Recovery Plan (DRP) is needed. DRP is a planning which could enable organizations to analyze and identify the different ways to handle a disaster. It is also the preparation for and recovery from a disaster, whether natural or manmade.Disaster recovery Plan (DRP) helps organizations to develop and document procedures that enable them to achieve predefined business objectives before, during, and after a disaster (Andrews, 1994)

1.2 Problem Background

Even though many business organizations highly depend on the using of IT in their daily business operations, but, according to (Erbschloe, 2012), for every "ten organizations, only one has DRP". Since disaster is an unpredicted event, therefore the catastrophe could strike any time. Disaster can include tumultuous political upheaval, civil war, terrorist attacks, weathermen earthquakes, earthquakes and floods. Hence day after day life missed with occurrence that can interrupt business, including power outages, broken water mains and so on

However to handle the organizations operations in the event of catastrophic events like a disaster and bring back to normal operations, organizations need a good DRP. In event of disasters the company has to organize all the talent and assets necessary to maintain and continue business services and bring back to normal situation as possible. Time is money, and in today's economy, an hour could be worth thousands of dollars. As we know the main objectives of a business recovery plan are to describe the activities of the organizations that allow the organization to protect the business asset. Those assets include business employees, customers in the event of disaster happen. However business holders who did not plan well for disaster recovery are at a loss regarding how to proceed when things go wrong.

Disasters are the main obstacles that demolish medium and large organizations in Malaysia. Most of the companies only do whatever possible to when important data and business assets already lost. These results that the return of operations lasts weeks or months while some other companies have never been reopened after a disaster. For this research, one IT-based organization has been identified to be a case study of this research which is Centre for Information and Communication Technology (CICT), UTM which is responsible for Preparing and providing all services or ICT services to users from the administration, the teaching teams, research centers and marketing department. Some critical application and services that CICT UTM develop and maintain can be divided into two: a) Administration Application system and b) Academic Application system. For the administration, the system are such: 1) Human Resource Portal, 2) UTM financial system, 3) Staff Email, 3) Leave and Attendance System, 4) Staff Information System, 5) Student Management System, 6) Laboratory Information System, 7) Vehicle Reservation Management System, and few others. Whereas for the academic-based system, they include: 1) AIMSS System, 2) Graduate Studies Management System, 3) e-Learning, 4) Lecture Schedule System, 5) Student Webmail, 6) Lecturer Evaluation System, 7) Industry Training System and many more system.

Based on observation, this research found that this organization still does not have any formal comprehensive DRP. As one of the most critical unit in UTM, CICT could possibly face some disaster problem such as a network Disaster and viruses any other kind of disasters which affects the critical systems in the CICT UTM.

1.3 Problem Statement

Every organization is vulnerable to disasters either natural or mad man such as earthquakes, hurricanes, and floods and viruses, which happen regularly throughout the world.According to The Federal Emergency Management Agency (FEMA) said that between 1976 and 2001, a total of 906 major disasters were stated and declared in the United States. These disasters affected by Tens of thousands of organizations of all sizes around the word. However the need of business continuity and recovery planning is very important for every organization.Many organizations have tried to develop their own disaster recovery plan but the organizations do not have a systematic approach to follow and develop their DRP.

Since the CICT UTM is a very important organization in UTM which responsible for preparing and providing all services or ICT services to users from the administration, the teaching teams, research centers and marketing department. Administrative staffs, lecturers, therefore by having the DRP are very important for this organization. Based on the interview questions conducted with Mr.Jaffar one of the CICT UTM experts, he mentioned that CICT UTM has some sort of DRP, but they did not follow any DRP systematic approach to develop their own DRP. Therefore this project will focus to design and propose a methodology for CICT UTM to their DRP.

1.4 Project Objectives

This project is going to focus on the following objectives:

- i. To investigate various methodologies for developing DRP for ITbased organizations;
- To design and propose a suitable methodology for developing DRP for a case study of an IT-based organization, the Centre for Information Communication and Technology (CICT), UniversitiTeknologi Malaysia (UTM).
- iii. To validate the Proposed Methodology

1.5 Scope of the Project

The investigation, studies will be conducted on the identification of various methodologies for developing DRP for IT based organizations. Based on the identification, the project will apply the proposed methodology by using a case study of one IT-based organization, the CICT UTM.

1.6 The Importance of Project

Since most of IT and non-IT based business organizations around the world offer huge services to the customers every day, and many employees earn money for daily life, to having a comprehensive DRP for these organizations is important. When the organization doing their business with their DRP ready, the organization could saves time, money and effort in any stage of unpredicted disaster (before, during and after disaster) occurs. It can be found that DRP is like insurance for these organizations. DRP is capable to provide many benefits and guidelines control to develop and mitigate interruptions of many business activities. This framework also explains the disaster recovery framework that will assist businesses and help enterprise employees understand DRP procedures needed even before disaster happens.

1.7 Organization of Report

This research consists of six chapters. The chapters are organized according to different works involved in this study. Chapter 1 of this project consists of introduction of the study, problem background, problem statement, project objectives, scope and importance of study. Chapter 2 of this report presents a literature review of the DRP in this chapter, we discuss current or existing disaster recover planning process.

The Chapter 3 consists of research methodology framework description that describes the flow of this project. However, Chapter 4consists of disaster recover planning design whereby the explanation on how the features, processes and the elements had been chosen and how the proposed design comes out, while Chapter 5of this report consists of the results and the analysis of validations processes. Finally for Chapter 6 consists of the conclusion of this study, future works and limitations of the study are stated in that chapter.

1.8 Chapter Summary

This chapter discusses about the introduction of a project which consist of the formulation of the problem statement, objectives, problem background and lastly the scope of the project. Hence the key goal of this project is to offer and propose a DRP for CICT UTM. Therefore, this research will be achieved with literature review from some different resources like conferences, journals and books, and other of the Internet and gathering the important data from an enterprise organization is taken as a sample.

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