

Draft-Project Charter

Project Details	
Name: INTRONIS Backup Deployment	
Project Number: WCS-NF042618	
District: Warren County School District	
Project Manager: Bill Flodder	Date Issued: 05/24/18

Project Overview

Based on a review of the current systems and environment, VARtek Services is recommending the deployment of the Intronis cloud based backup solution. This project will deploy the Intronis cloud backup solution in order to secure data on servers and proactively address disaster recovery for the Warren County School District. VARtek Services will install and configure Intronis backup software on all servers requiring backup.

Keeping data safe in schools can be a monumental task when it is done on the premises. Schools must deploy the infrastructure, fund IT staff to monitor and maintain it, pay for security technologies, and then purchase new infrastructure when the old system is no longer effective.

Instead, schools can keep data safe, meet compliance and security requirements, and have an effective disaster recovery strategy at a fraction of the cost of maintaining data backup and storage infrastructure on the premises.

Why Cloud Backup? These answers provide a better picture of what the switch to a cloud backup, recovery and restore solution involves. Given the reliability, security and manageability associated with cloud backup, many districts are now moving to the cloud. The reasons include:

- Ability to leverage existing infrastructure — a cloud backup and recovery solution doesn't require buying or installing expensive equipment as it takes advantage of your existing district network
- Data Security — in addition to the use of passwords, all data is encrypted prior to being sent to the cloud data storage provider.
- Set it and forget it — once you select a backup schedule, district data is saved automatically, providing a transparent solution
- Improved recovery time objectives — by using a managed backup service, the speed and reliability of your recovery and restore will be governed through your SLA
- Smarter use of IT resources — a cloud backup and recovery solution will allow your district to redirect IT resources to more pressing challenges within your organization

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Project Scope

Project Team will perform the following steps to complete the scope of this project:

VARtek:

- Setup client account information
- Perform discovery tasks identifying devices and data to backup
 - Physical Servers
 - Virtual Machine hosts
 - Data files
 - Applications
- Identify local storage capacity/locations for devices and data identified above
 - also may include VMs if Rapid Recovery is agreed upon
- Download and run Intronis Installer
 - Validates prerequisites of installation
 - .NET framework
 - C++ 2005 SP1, 2008 SP1, 2010 both 32 and 64 bit
- Configure Intronis
 - Set up Encryption key
 - Test remote server connection
 - Choose setup type
 - Default settings
- Test to Cloud
- Obtain district acceptance

Project Team Members

VARtek Technology Director: Shane Flannery

VARtek Assistant Director – Field Operations: Chris Turner

VARtek Project Manager: Bill Flodder

VARtek Systems Engineer: Kirk Klentz

Warren County Tech Team: As needed

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Assigned Duties, Estimated Hours, & Timeframe

TBD – will be determined by Discovery effort outlined in second row

Task	Assigned To	Estimated Hours	Timeframe
Setup client account information	VARtek Systems Engineer	4	
Perform discovery tasks identifying devices and data to backup <ul style="list-style-type: none"> Physical Servers Virtual Machine hosts Data files Applications 	VARtek Systems Engineer, Systems Administrators	16	
Identify local storage locations/capacity for devices and data identified above. (May also include VMs if Rapid Recovery is agreed upon)	VARtek Systems Engineer, Systems Administrators	16	
Download and run Intronis Installer Validates prerequisites of installation <ul style="list-style-type: none"> .NET framework C++ 2005 SP1, 2008 SP1, 2010 both 32 and 64 bit 	VARtek Systems Engineer	TBD @1hr per server	
Configure Intronis <ul style="list-style-type: none"> Set up Encryption key Test remote server connection Choose setup type Default settings 	VARtek Systems Engineer	TBD @ 4hr per server	
Test to Cloud	VARtek Systems Engineer	40	

Risks

High Level Risk	Mitigation Strategy
Reboot or downtime for servers may be required	Engineer to investigate during install process and take appropriate action

Assumptions

Description of Assumption
A reboot or downtime may be required after installing the Intronis backup software. Conducting the install during district off hours will minimize the risks

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Budget

Proposed budgets in this charter are valid for only 30 days from the charter's date.

Due to the specialized scope of this project VARtek will require resources not included in the current Managed Service agreement. VARtek will agree to be responsible for the portion of the costs as listed in the following table which represents resources currently included in the Managed Services Agreement such as on-site and other Shared Services personnel.

The table below shows the total cost for completion of this project:

Line Items	Amount
Warren County School District	\$N,NNN
VARtek Managed Service Agreement Costs	\$N,NNN
Total Labor Costs	\$N,NNN