

## Detailed Contingency Plan for Shutdown of IT Processes

### Prior to Day 1, complete the following activities:

- Coordinate with ITS and NITC on essential infrastructure requirements
- Re-plan the contract tasks and deliverables
- Ensure code is checked into Code Repositories
- Ensure essential documents are checked in and/or filed
- Validate and distribute contact lists to excepted personnel
- Ensure outstanding invoices are processed
- Complete nightly processes- COF data transmissions, mainframe, and web batch processes

### Day 1, complete the following activities:

- Coordinate shutdown activities with ITS and NITC
- Post "Sorry" page on the FSA Internet and Intranet
- Shutoff access to web applications
- Verify completion of prior day transmission, mainframe, and web processes
- Continue to re-plan contract work

### Day 2, complete the following activities:

- Continue coordination of shutdown activities with ITS and NITC
- Backup databases
- Shutdown scheduled jobs – web & mainframe
- Shutdown data replication jobs to STL & FTC Web farms
- Complete re-planning of contract work