

# ROGSI / DMS



## BCM LIFECYCLE

Professional BCM Solution from Germany

## INTRODUCTION

The documentation at hand provides an overview of ROGSI/DMS Suite.

The graphics contained and the corresponding texts refer to the current version 4.2. Should ever versions have been created in the interim, they could differ from the information at hand. Please contact us to receive the most current version.

We have tried to represent the complete BCM cycle here. To do this, the respective ROGSI modules have been listed and the services depicted.

It is not possible to describe all data and functions in this overview. To give you a complete overview, we offer a non-binding presentation at no charge. This can take place at your location or via a "remote" presentation. Please contact us for more information.

## THE COMPANY - ROG GMBH

In 1989, the founder of ROG GmbH came to the decision to develop software which supports the management of emergency documentation. At the time, there were some tools from the US in use here, but these products tended to focus on tornados and other environmental disasters.

By 1990, the first version had been released both in German and English.

ROGSI/DMS was thereby the first PC-based tool from Germany for customers in Germany.

Since this time, ROGSI/DMS has been continually developed and provides a scope of services which you have to search for in other products.

The experiences at hand come from projects in many European as well as non-European countries. Thanks to these experiences, our customers not only profit from the functions of the ROGSI/DMS software, but also from the accompanying project work.

## BCM LIFECYCLE

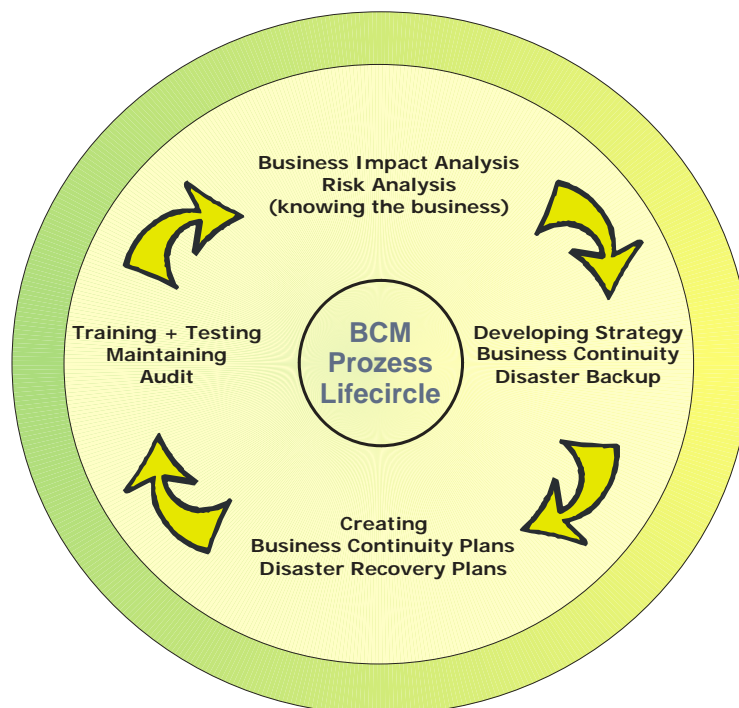
### GOAL

The goal of a business continuity management lifestyle is to edit and document the complete cycle. This is achieved by following the specifications of BS25999 or BSI100-4 or other standards.

The use of a BCM suite simplifies this process considerably and ensures that no essential aspects are left out while doing so.

The ROGSI/DMS suite encompasses various modules which cover the entire cycle. Depending on the requirement, either all modules or only the necessary components can be used. If you have already performed a BIA by other means, ROGSI/BIA is not used.

The results of the BIA performed are then transferred into the ROGSI/DMS database by whatever measures appropriate.



BCM Process Life Circle

In addition to services and functions of the ROGSI/DMS suite, experience in the realization of such projects is required. Since 1990, ROG has been implementing projects in the areas of emergency preparedness planning and BCM. The ROG team thereby has many years of experience in the implementation of BCM projects.

# IMPLEMENTATION

The dependencies between the individual steps require corresponding implementation. After the RIA and BIA have been done, an assessment of the situation can be performed. The risks detected by the **RIA** can then be minimized and weak points can be eliminated with appropriate measures.

The results of the **BIA** demonstrate which requirements exist for processes as well as for IT. At this point, a consideration of the time and effort as well as the costs for improving availability is essential.

The data of the BIA is transferred into **ROGSI/DMS** and creates the basis for documentation.

Emergency plans are developed for all critical processes and linked to the processes.

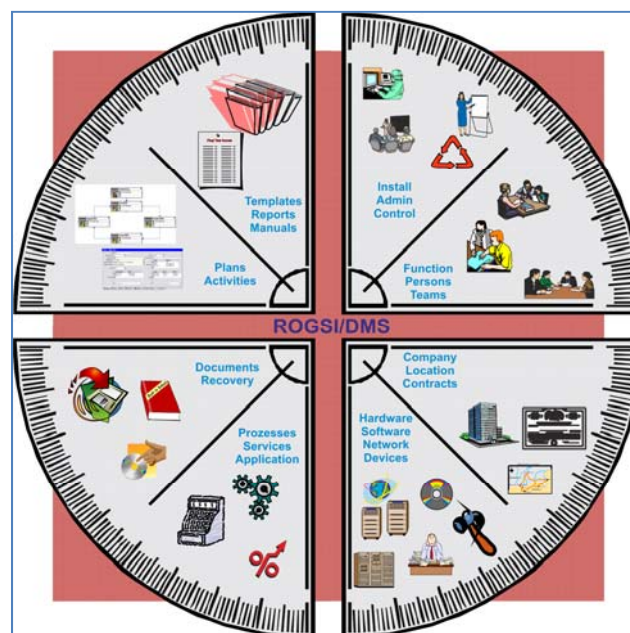
Master data, such as people, roles, companies and locations is input or imported into the database.

All types of resources such as hardware, software or other devices are input or imported. If all data has been input into the system, the (supplied) reports are adapted and the manuals are created.

The tests and drills are planned and performed. Tests can start out in limited form and then be extended into entire tests.

After the expiration of a defined time, the cycle begins anew, this time with the examination of risks and possibly modified requirements for the processes. Changes are then transferred into the documentation.

The composition of the documentation is represented in this schema. All data is incorporated in the system according to availability and requirements.



The data areas are grouped together to enable quick creation of documentation.

# ROGSI/BIA

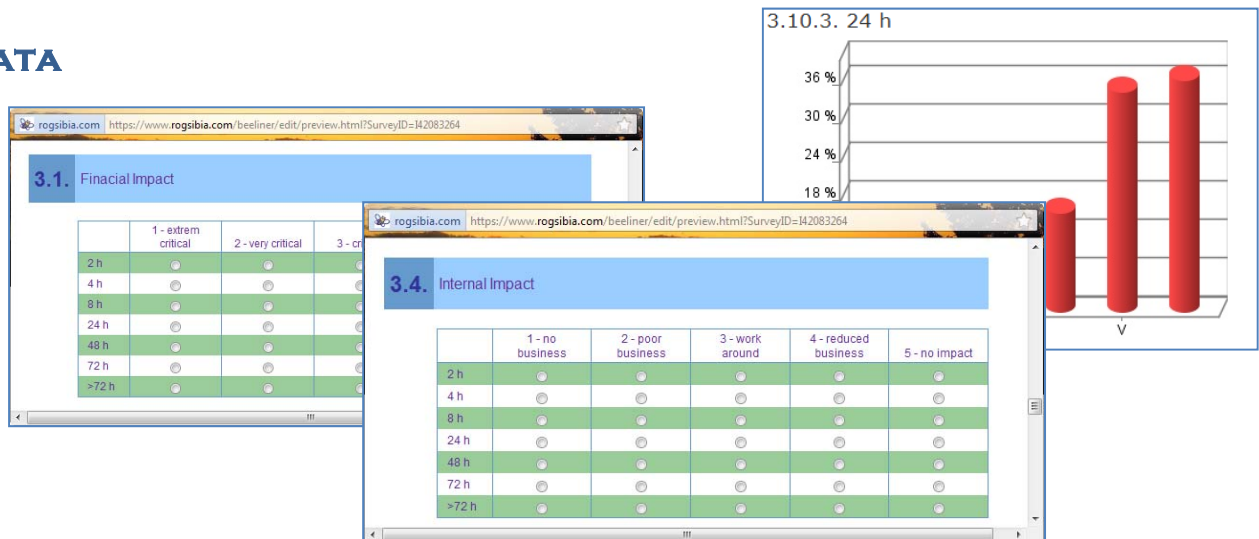
## GOAL

ROGSI/RIA is an online survey module. Pre-defined questions which can be extended or changed arbitrarily form the basis for the quick survey of business processes and/or applications.

## ADVANTAGES

- Pre-defined questions simplify the composition of the surveys
- Recording of answers in the central database
- Integrated reporting provides real-time evaluations
- Transfer of data into other systems – ROSI/DMS

## DATA



## DETAILS

### Question catalog

- Various types of questions, can be extended flexibly
- Surveys can be duplicated for repeats
- Freely defined parameters / Pre-defined question catalog

### Reporting

- Status of survey
- Summarized results, individual results
- Graphic representation
- Export of files as XLS or for ROGSI/DMS



# CONCEPT

## GOAL

Based on the results of the risk analysis (RIA) and the business impact analysis (BIA), concepts are created for:

- Elimination of weak points
- Risk reduction
- Documentation of processes
- Creation of business continuity plans
- Creation of disaster recovery plans
- Creation of test and drill calendar

## ADVANTAGES

The concepts enable quick composition of documentation as well as the quick implementation of measures prepared.

Use of ROGSI/DMS at an early stage allows all measures to be logged in an auditable manner.

## DETAILS

### *Team building*

- Determination of teams and tasks

### *Elimination of weak points*

- Organization and structural measures for the elimination of internal weak points (e.g. fire prevention, energy supply)
- Organization and structural measures for the elimination of external weak points (fire hazards, storms, etc.)

### *Reduction of risks*

- Measures for sustainable reduction of existing and non-eliminable risks
- Elimination of weak points

### *Documentation of business processes*

- Type and extent of process documentation in ROGSI/DMS
- Analysis and results from the BIA

### *Business continuity plans*

- Type and extent of plans for continuation in the event of accidents

### *Disaster recovery plans*

- Type and extent of plans for continuation in the event of accidents
- Plans for all scenarios, processes, applications and systems

### *Manual concept*

- Determination of composition and content

### *Test and drill calendar*

- Determination of appointments, type and extent of tests and drills

## ROGSI/DMS

### GOAL

The occurrence of an accident necessitates an immediate initiation of all measures that prevent the spreading of the accident or make it possible to restart operations. This demands that all required people are “on-site” in the shortest time possible and can react to the situation occurring using clear and up-to-date documentation.

### ADVANTAGES

All information for an orderly operational restart is stored in the ROGSI/DMS database. The data is connected via relations so that all relevant information is available at the push of a button.

Graphic plans clearly show which measures have to be taken in which order. All necessary resources are also linked to the individual steps here, and can be displayed at the push of a button or printed along with the manual.

The so-called “execution” of plans automatically logs all times and events. Thereby, at the end of a process (e.g. a test), a complete log of the process is available – at the push of a button. The necessary report is already included in the database, along with 90 additional reports and two pre-defined manuals.

Reports and manuals are created by the integrated report generator.

The data management is considerably simplified by the Import and Export modules. This means fewer human resources are tied up for this task.

### HIGHEST AVAILABILITY

Emergency documentation is really only helpful if it is available at a moment's notice. ROGSI/DMS is the only system that provides availability on many levels.

1. Browser access for data management (piloted)  
Online access
2. Offline version (application and database) on USB memory stick  
Full version for availability in the event of complete system failure

# PROCESSES

## GOAL

The complete and up-to-date overview of all business processes enables a reaction to accidents that satisfies regulations.

## ADVANTAGES

All processes can be linked to the resources. Therefore all necessary information is available at the push of a button. This results in transparency which is otherwise only achieved by accessing various applications.

The "criticality" of processes is automatically passed down to the linked resources. This ensures consistency.

## DATA

All process data is stored in the database:

- Process name, dependency on and to other processes
- Accountability and areas of responsibility
- Downtime and impacts of downtimes
- Necessary resources – IT and other
- Links to plans – with status of the plan (tested – yes/no)
- And much more data

## APPLICATION MENU PROCESSES

The menu contains all important data on the first page. Further links are available on various "maps".

Name: 
Relevant Procedure:

Description: 
Procedure Status:

Priority:

Criticality: 
Add 1:

Downtime: 
Add 2:

Preparation: 
Add 3:

Startup: 
Add 4:

Current
D-RTD: 
T-RTD: 
D-DLO: 
Client:

Required
D-RTD: 
T-RTD: 
D-DLO:

Value
D-RTD Value: 
T-RTD Value: 
D-DLO Value:

Features:

* Category	Name	Value
SLA	Availability	99.95 %
SLA	Online	7 x 24 h
Loss	1 h	4000 T-€
Loss	4 h	2000 T-€
Loss	8 h	20000 T-€

Desks:

Time	Total	Simple	Comp...
24 h	8	4	4
48 h	10	6	4



# APPLICATION

## GOAL

The complete and up-to-date overview of all applications enables a reaction to an accident that satisfies regulations.

## ADVANTAGES

All processes can be linked to the resources. Therefore all necessary information is available at the push of a button. This results in transparency which is otherwise only achieved by accessing various applications. The "criticality" of processes is automatically passed down to the linked resources.

## DATA

The inventory data is stored in the database:

- Applications – also structured
- Accountability and areas of responsibility
- Downtime and impacts of downtimes
- Necessary resources – IT – and much more
- Links to plans

## APPLICATION MENU APPLICATIONS

The menu contains all important data on the first page. Further links are available on various "maps" (e.g. dependencies, resources, among others).

Name: Credit Products		Relevant Procedure: Department-Template-Plan	
Description: Integrated solutions for Credits		Procedure Status: Plan Required / Tested OK	
Priority: High			
Criticality: Mission Critical	Add 1: Application		
Downtime: 2 h	Add 2:		
Preparation: 1 h	Add 3:		
Startup: 2 h	Add 4:		
Current	Required	Value	
D-RTD: 3 day	D-RTD: 2 day	D-RTD Value: 1 day	
T-RTD: 2 h	T-RTD: 2 h	T-RTD Value: 0 h 0 min	
D-DLO: 4 h	D-DLO: 8 h	D-DLO Value: 4 h	
Client: Client1			

* Category	Name	Value
SLA	Availability	99.95 %
SLA	Online	7 x 24 h
Loss	1 h	4000 T-€
Loss	4 h	10000 T-€
Loss	8 h	20000 T-€

	Time	Total	Simple	Comp...
4 h	4	2	2	
24 h	10	2	8	

# IT-RESOURCES

## GOAL

When IT is down, no data is available via installation. In the ROGSI database, all important data is available to provide the necessary systems or relocate critical applications to alternative systems.

## ADVANTAGES

The data is what ensures short interruption times and systematic steps to renewed availability.

## DATA

All inventory data is stored in the database:

- Hardware, software, network
- Technical data, capacities, services
- Suppliers, responsibilities
- Locations
- Links to processes and applications

## APPLICATION MENU IT RESOURCES, HARDWARE

All relevant data is visible in the mask and is supplemented by additional links (e.g. responsibility, supplier, software, among others).

Inventory No:	6564A/238		IP-Adr.1:	192.168.140.33													
Description:	8107FSB1112487		IP-Adr.2:	192.168.141.27													
Number:	1	Status:	Online	Special:	A1 - maximum 2 h												
Name:	Andromeda		Down time:	1 h													
Criticality:	Mission Critical	Category:	Server														
Client:	Client2																
Location:	Building IT, Floor UG 2 - Offices, Room 2.02																
Manufacturer:	Hewlett Packard		Category:	Server													
Name:	ProLiant DL380-2		Type:	UNIX-Server													
Description:	Server																
Model:	<table border="1"> <thead> <tr> <th>Category</th> <th>Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Configuration</td> <td>Memory</td> <td>4 GB</td> </tr> <tr> <td>Configuration</td> <td>Processor</td> <td>I5</td> </tr> <tr> <td>Configuration</td> <td>CD-ROM</td> <td>48x</td> </tr> </tbody> </table>					Category	Name	Value	Configuration	Memory	4 GB	Configuration	Processor	I5	Configuration	CD-ROM	48x
Category	Name	Value															
Configuration	Memory	4 GB															
Configuration	Processor	I5															
Configuration	CD-ROM	48x															
Features:	<table border="1"> <thead> <tr> <th>Category</th> <th>Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Configuration</td> <td>IP-Address</td> <td>192.168.140.22</td> </tr> </tbody> </table>					Category	Name	Value	Configuration	IP-Address	192.168.140.22						
Category	Name	Value															
Configuration	IP-Address	192.168.140.22															

## OTHER RESOURCES

### GOAL

In addition to IT resources, a variety of other resources belong to the documentation of business processes.

These are an essential part of the documentation. All resources that are required by the different areas of the company must be available in the database. The following information is important:

- WHAT is required – exact information about the resources
- HOW MUCH is required – the number needed
- WHEN is it required – number with time period
- WHERE is it required – location and place of storage
- WHAT FOR description of use (optional)

### ADVANTAGES

Due to the description of resources and their places of storage, the **duration of interruption is considerably reduced**, as “search effort” is unnecessary. The affected departments can immediately move to the alternative workstations and have access to the necessary resources right away.

### DATA

The data is managed in “other resources” in the database and is linked to a variety of other data (e.g. place of storage, supplier, responsibility, etc.)

### DETAILS

The menu contains all data necessary and features relations to other data.

Inventory No:	UPS System			Number:	1
Serial No:	226710			Status:	
Device No:	4345345			Name:	UPS HIPULSE
License No:	8745634			Failure Duration:	2 h
Criticality:	Business Critical				
Client:	Client1				
Location:	Building Development				
	Manufacturer:	Air & Water Ltd.	Category:	power supply	
	Name:	AP 7260	Type:	XP1000	
	Description: Cooling				
Model:	Category	Name	Value		
	Specification		100 kw		
	Category	Name	Value		
Features:					

# PLANS

## GOAL

Complete and up-to-date plans are necessary for the execution of emergency procedures and for an orderly restart of operations. In accordance with BSI100-4, the itemization of these plans should be designed so that a "knowledgeable third party" is capable of executing the plans.

Graphic plans with all steps for the scenario are created in ROGSI/DMS. Auditable version management and approval with review result in functioning plans.

## ADVANTAGES

The graphic plans enable an optimum overview of all steps and measures. All relevant data is available at all times at the push of a button.

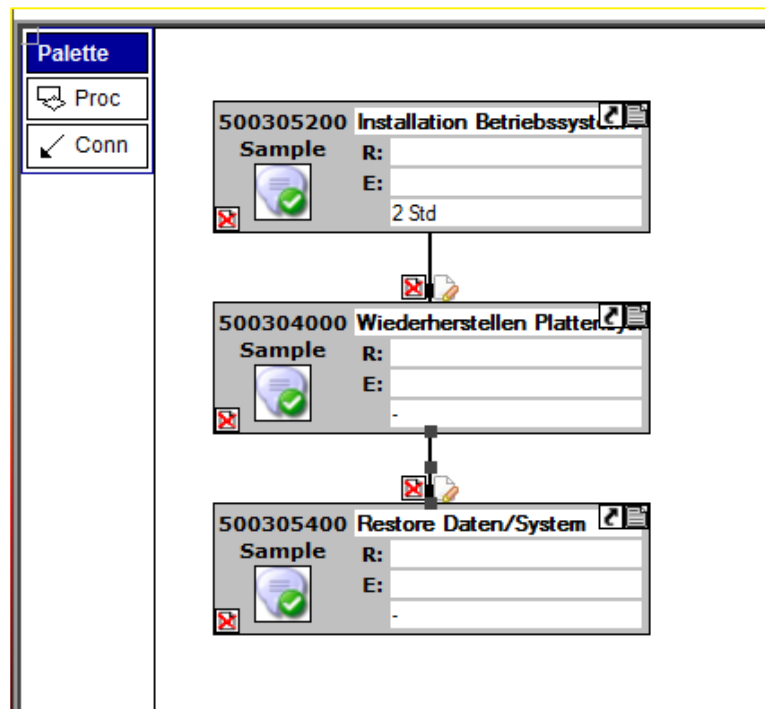
During execution, times and events are automatically recorded and stored in the archive. A complete log is thereby created at the end of a test.

## DATA

Every single activity contains not only the exact description of measures but also responsibilities and accountability as well as links to the necessary resources.

## DETAILS

The execution of a plan is marked in color and can be viewed in the archive at any time (e.g. audit)



# MASTER DATA

## GOAL

In addition to plans, other data and information is needed, which is called master data. All data that is needed in an emergency must be available in the database. It must always be assumed that access to IT and its data is not possible.

## ADVANTAGES

All necessary data is available at the click of a mouse. Extensive searching through manuals is not necessary; a click of a mouse leads right to the information. The extent of the data can be adjusted exactly to the emergency needs.

## DATA

The following list only contains part of the data included. The data is of course linked together via relations.

- Companies, roles, people – with addresses, telephone numbers and more
- Locations – for employees and resources
- Hardware, software, network, other resources
- Contract data – with service information
- Online documents – for everything that is not assigned to other data

## DETAILS

Personal data is given as an example. Essential information is stored in the “details” map. Other information is available via links.

Id: 45689645		Type: employee												
Address Form: Mr		Title: Dipl.-Ing.												
Last Name: Glessmann		First Name: Guenter												
Organization: ROG GmbH		<table border="1"> <thead> <tr> <th>Type</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>eMail</td> <td>g.glessmann@rog.de</td> </tr> <tr> <td>Office</td> <td>06272-9214-21</td> </tr> <tr> <td>Private 2</td> <td>34134234</td> </tr> <tr> <td>FAX</td> <td>06272-9214-10</td> </tr> <tr> <td>Fax Private</td> <td>23423424234234</td> </tr> </tbody> </table>	Type	Number	eMail	g.glessmann@rog.de	Office	06272-9214-21	Private 2	34134234	FAX	06272-9214-10	Fax Private	23423424234234
Type	Number													
eMail	g.glessmann@rog.de													
Office	06272-9214-21													
Private 2	34134234													
FAX	06272-9214-10													
Fax Private	23423424234234													
Internal Location: Building IT, Floor UG 2 - Offices, Room 2.01														
External Location: Building Administration														
Client: Client2		<table border="1"> <thead> <tr> <th>Type</th> <th>Name</th> <th>Client</th> </tr> </thead> <tbody> <tr> <td>Certificate</td> <td>ROGS/DMS</td> <td>AdmClient</td> </tr> <tr> <td>Education</td> <td>Network</td> <td>AdmClient</td> </tr> <tr> <td>Education</td> <td>Novell</td> <td>AdmClient</td> </tr> </tbody> </table>	Type	Name	Client	Certificate	ROGS/DMS	AdmClient	Education	Network	AdmClient	Education	Novell	AdmClient
Type	Name		Client											
Certificate	ROGS/DMS		AdmClient											
Education	Network		AdmClient											
Education	Novell	AdmClient												
Role:		Numbers:												
<table border="1"> <thead> <tr> <th>Organization</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>ROG, INC</td> <td>Sales +</td> </tr> </tbody> </table>		Organization	Name	ROG, INC	Sales +	Skills:								
Organization	Name													
ROG, INC	Sales +													



# RELATIONS

## GOAL

Data that has to be entered several times in one system considerably complicates entry and data management. This is why data should be logically linked via relations.

The ROGSI/DMS database is a regional database in which the data is linked via relations. This means changes in a data set are also immediately effective for all linked data.

## ADVANTAGES

Update runs through all data are necessary neither for entry nor for management of data to ensure that changes are consistent. This guarantees that all data in the database is permanently up-to-date.

This drastically reduces the time and effort spent managing data, and only a low amount of human resources are required.

This naturally also applies for imported data. The relations are automatically updated during data import.

## DETAILS

Relations encompass all important data. Two types of data are listed here as examples:

### 1. Processes

Process data is linked to the following data:

- Roles, people, teams, companies, departments
- Forerunners and successor processes
- Resources such as hardware, software, network and others
- Location (of departments)
- Plans

### 2. People

Personal data is linked to the following data:

- Company, department, roles, teams
- Location of workstation and alternative workstation
- Responsibilities: resources, processes, applications

Access to data and relations is always possible "from both sides". This means, for instance, that I can see which team the person is assigned to, and I can see which people are assigned to the team.

# TESTS AND DRILLS

## GOAL

Untested emergency documentation is no emergency documentation at all. That's why it is essential to run regular tests and drills.

The drills train the employees to take the necessary measures according to the documentation.

The tests show whether the documentation is complete, up-to-date and comprehensible. The documentation should be designed so that a "knowledgeable third party" is capable of executing the measures.

## ADVANTAGES

The drills and test ensure that everyone can immediately begin the tasks assigned to him/her in the event of an actual emergency. This can reduced the damage caused and facilitates a timely recovery of critical processes or applications.

## DATA

The reduction of the interruption is dependent on the extent of measures and can have a considerable effect on the total duration of the interruption.

## DETAILS

When documentation is created for the first time, it is unlikely that a complete test will be carried out for the first drill. It is more logical to define special areas which should be examined in a first test. These could be individual applications or systems, for example. The results from these tests are worked into the current documentation to optimize it.

# THE ROG GMBH

## FURTHER INFORMATION

Further information can be obtained

- ✚ On our website [www.rog.de](http://www.rog.de) or
- ✚ By e-mail at [info@rog.de](mailto:info@rog.de) or
- ✚ Give us a call

## OUR INTERNATIONAL CUSTOMERS IN THE FOLLOWING SECTORS

- ✚ General industry
- ✚ Automotive industry
- ✚ Banks / savings banks
- ✚ Chemical industry
- ✚ Service providers / IT service providers / data backup suppliers
- ✚ Health care / clinics
- ✚ Retail
- ✚ Public service
- ✚ Insurance companies

## OUR INTERNATIONAL PARTNERS

Our locations are in

- ✚ Hirschhorn/Neckar, Cambridge/Ma/USA

We are represented by partners in various European countries:

- ✚ Germany, Switzerland, Austria, Spain, Serbia

Partners representing us outside of Europe:

- ✚ Dubai, Boston/Ma

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