

**Oregon - Office of the State Treasurer**  
**Incident Response – Business Assessment Team WORKSHEET**

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Date: \_\_\_\_\_

Emergency Operations Center (EOC) Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Remote Operation Center (ROC) Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**ASSESSMENT TEAM OBJECTIVES**

Purpose of the Assessment Team (A-Team) is to identify:

- a) Immediate and potential impact of incident,
- b) Systems affected,
- c) Daily operational impact,
- d) At what point in the daily Treasury routine did the event occur,
- e) What processing files had been received and from whom,
- f) What processes had been completed/not completed,
- g) What files had been generated and sent (to whom).

IN ORDER TO:

**Determine ROC restoration activities and identify processes to re-run for synchronization and end-of-day system updating.**

The following checklist will be used to complete the assessment. A copy of the completed checklist will be faxed to the EOC as soon as possible, and additional copies distributed to each incident response team.

Attach any support documentation as appropriate.

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**1. INCIDENT REVIEW**

<b>Summary of incident?</b>	<b>Resource: IMT</b>

<b>When did systems shutdown and why?</b>	<b>Resource: IMT, IS</b>

<b>Immediate impact to systems &amp; processes</b>	<b>Resource: IS, RMT, Finance</b>

**2. PROCESS REVIEW**

<b>Date of Processing Log to review from Co_Location Server</b>	<b>Resource: IS, Finance, ROC, Co_Location Server</b>

<b>Verify processing log information against Ops Matrix, Co_Location Server file data, and Bank info</b>	<b>Resource: IS, Finance, ROC, Co_Location Server, Banks</b>

<b>Overview of automated processes completed?</b>	<b>Resource: IS, Finance</b>

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<b>What processes remain?</b>	<b>Resource: IS, Finance</b>

<b>Manual transactions completed?</b>	<b>Resource: Finance</b>

<b>What is the date of the last complete network backup available from the off-site storage facility (CDI)?</b>	<b>Resource: IS, CDI</b>

**3. FILE MANAGEMENT REVIEW**

<b>What external files were received at Treasury up to point of incident?</b>	<b>Resource: IS, Ops Matrix, Banks, Agencies, Co_Location Server</b>

<b>What output files were generated up to point of incident?</b>	<b>Resource: IS, Finance, Ops Matrix</b>

<b>What output files did banks, agencies, or others receive?</b>	<b>Resource: IS, Banks, Agencies, Ops Matrix</b>

<b>What files (input or output) are available from Co_Location Server?</b>	<b>Resource: IS, Ops Matrix, Co_Location Server</b>

**4. RESTORATION PLAN**

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<b>Date of network backup tapes to restore</b>	<b>Resource: IS, Finance, ROC</b>

<b>Date of database backup files to restore</b>	<b>Resource: IS, Finance, ROC</b>

<b>Co_Location Server files to restore or stage</b>	<b>Resource: IS, Finance, ROC, Co_Location Server</b>

**5. SYNCHRONIZATION PLAN**

<b>Date to re-run (Typically, day immediately following restore date)</b>	<b>Resource: IS, Finance, ROC</b>

<b>Pre-incident, automated processes to re-run for specified date</b>	<b>Resource: IS, Finance, ROC</b>

<b>Pre-incident, manual processes to re-enter for specified date</b>	<b>Resource: IS, Finance, ROC</b>