

ORGANIZATIONAL PLANNING CONSIDERATIONS

When an organization requests and receives approval for OIS, planning for the implementation of organizational procedures should begin immediately to ensure a smooth implementation when the equipment arrives. Security, training and equipment facilities are all issues that should be considered. Plans should include the following information and when finalized are to be provided to IPS.

1. Security

Indicate how the security of hardware and software will be ensured. Demonstrate and describe the following:

- o How will environmental hazards to equipment (from dust, smoke, static, spilled food and drink, etc.) be minimized?
- o How will hardware and software be protected from theft and vandalism?
- o How will software be stored and how will access to it be controlled?
- o What procedures will be implemented to protect copyrighted software from misuse?
- o What procedures will be followed for backing up disks (both hard and floppy)?
- o How will the contents of disks be recorded and inventoried, and what procedures will be used to remove obsolete data from disks periodically?
- o How will data bases, spread sheets, and other applications be documented?
- o How will personnel be instructed on security procedures?
- o How has responsibility for security and implementation of security procedures been delegated?

2. Training

Indicate and describe what training will be needed to implement and use the proposed system? Specify courses, cost, and number of persons to be trained in each.

3. Facilities

Will special equipment or furniture (ergonomic furniture, static pads, lock pads or cabinets, etc.) be required? Indicate specific items and quantities.

Will any special site preparation be required (e.g. electrical power supply, dedicated circuits, etc.)? If so, indicate what is required.