



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 22, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 09-96

Distributed via Campus Email

To: President, Vice Presidents, Deans, Directors, and Department Heads

From: Mary Lee Hodge
Vice President of Business Affairs

Re: PVAMU Business Continuity Plan (BCP)

The Office of Business Affairs recently approved a contract with LBL Technology Partners to design and develop a business continuity plan for all departments of the University. These plans will ensure that PVAMU can continue critical operations and services in a timely manner during periods of emergencies and/or disasters.

Your participation in this process is important. The project must be completed by December 31, 2009. This compressed schedule will require LBL Technology Partners and PVAMU to work closely together to ensure that all meetings with departments are timely and productive.

In order to expedite the accurate and timely completion of the project, **please designate a contact person for each function in your division** who has extensive information about day-to-day operations and needs. A two-hour project kick-off meeting has been scheduled for 2:00 p.m. on Wednesday, July 8, 2009 and at 9:00 a.m. on Thursday, July 9, 2009 in the A.I. Thomas Auditorium. The named individual(s), along with your IT system administrator, must attend one of the two sessions. At that meeting, the LBL Technology Partners will outline the project approach, address questions from your Department's representatives, and distribute a BCP Data Gathering Questionnaire. Following the completion of the Questionnaire, individual appointments will be scheduled with each county Department.

Please designate your contact person by name, title, and phone number and email that information to Ms. Paula Sandles at pgsandles@pvamu.edu by **June 29, 2009**. Also, please include confirmation of attendance at the June 8th or 9th 2009 meeting.

Thank you for your cooperation with this project.

MLH/pgs

xc: Dr. George C. Wright