



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

March 5, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-57

Distributed via Campus Email

TO: President, Vice Presidents, Deans and Department Heads

FROM: Mary Lee Hodge, Senior Vice President for Business Affairs

RE: Business Continuity Plan

Thank you for completing the Business Impact Analysis Questionnaire. We appreciated receiving the information you provided.

In an effort to further clarify seasonal or infrequent business processes, we need additional input on the following three questions:

1. List of the business processes that are seasonal in nature (i.e. business processes that have very high volumes of activity during certain parts of the year).
2. List the systems that are used to perform these business processes.
3. For each seasonal business process, list the times of the year that have high volumes of activity (e.g. beginning of the semester, end of the semester, or other times).

Please forward your reply to Ms. Juanita Nathan (jnathan@pvamu.edu), in the Office of Business Affairs, no later than **Friday, March 26, 2010**. If your answer to these questions is “none,” we still need you to respond.

Thank you for taking the time to complete this request.

MLH/jgn