

# Cloud Computing Engagement Schedule



## 1 Purpose

To provide the Information System Custodian or their nominee with a checklist to be used in conjunction with information provided in the Engagement of Cloud Computing Services Procedure.

## 2 Scope

This schedule must be read in conjunction with the Engagement of Cloud Computing Services Procedure and is subordinate to it.

## 3 Schedule

By acknowledging completion of the items in this checklist, the Information System Custodian confirms that consideration of the key actions has been undertaken.

Relevant Section within Procedure		Check/Tick
	<b>Build a business model</b> to provide business context, estimate lifecycle cost and to form the basis for functional, performance and resource requirements	
	<b>Capture requirements</b> for functionality, standards, performance, manageability, security and compliance	
	<b>Build a business case</b> , providing business rationale and an assessment of options	
4.1	<b>Assess the risks</b> and determine suitable treatment strategies	
4.1.1	<b>Evaluation and Consultation</b> with relevant stakeholders	
4.1.2	Consider issues relating to <b>Intellectual Property and Copyright</b>	
4.1.3	Consider <b>Location of provider and relevant infrastructure</b> for data sovereignty	
4.1.4	Consider <b>Privacy and Data Security</b>	

4.1.5	Consider <b>Records Retention and Availability</b>	
4.1.6	Consider <b>Data Classification</b>	
4.1.7	Consider <b>Business Continuity</b>	
4.1.8	<b>Determine contractual terms</b> prior to engaging the market	
4.1.8	<b>SLA and prepare an exit strategy</b> which considers business continuity, disposition of data and exit costs	
	<b>Approach the market</b>	
	<b>Select a provider</b> , verifying claims on costs, architecture, reputation and capability	
	<b>Plan the implementation</b> , ensuring sufficient resources to prepare infrastructure and manage organisational change	
	<b>Prepare for on-going operations</b> , ensuring sufficient in-house resources will be in place for on-going operations	
	<b>Manage and Review</b> the contract, service and vendor relationship on an on-going basis at pre-defined time intervals.	

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Executive Director (ICT Services)
<b>Responsible Officer</b>	Executive Director (ICT Services)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Business Continuity Policy
<b>Approved Date</b>	20/10/2017
<b>Effective Date</b>	20/10/2017
<b>Review Date</b>	1/5/2018
<b>Relevant Legislation</b>	
<b>Related Policies</b>	<a href="#">Administrative Access Scheme Policy</a>

	<p><a href="#">Contract Management Policy (under development)</a></p> <p><a href="#">Enterprise Architecture Policy</a></p> <p><a href="#">ICT Information Management and Security Policy</a></p> <p><a href="#">Intellectual Property Policy and Procedure</a></p> <p><a href="#">Privacy Policy</a></p> <p><a href="#">Procurement Policy</a></p> <p><a href="#">Records and Information Management Policy</a></p> <p><a href="#">Right to Information Policy</a></p> <p><a href="#">Risk Management Policy and Procedure</a></p>
<b>Related Procedures</b>	<p><a href="#">Administrative Access Scheme Procedure</a></p> <p><a href="#">Engagement of Cloud Computing Services Procedure</a></p> <p><a href="#">Information Asset and Security Classification Procedure</a></p> <p><a href="#">Records and Information Management Procedure</a></p> <p><a href="#">Right to Information Procedure</a></p>
<b>Related forms, publications and websites</b>	<p><a href="#">A Guide to Implementing Cloud Services - Better Practice Guide</a></p> <p><a href="#">Cloud Computing Security Considerations</a></p> <p><a href="#">Negotiating the cloud - legal issues in cloud computing agreements</a></p> <p><a href="#">Privacy Impact Assessment</a></p> <p><a href="#">Privacy Threshold Assessment</a></p>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Information System Custodian</a></p> <p>An individual or group of people who have been officially designated as accountable for specific data that is transmitted, used, and stored on a System within the University.</p> <p><b>Definitions that relate to this schedule only</b></p>

<b>Keywords</b>	
<b>Record No</b>	15/363PL