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Please explain why you do not agree to be the BPO for this system and suggest an appropriate replacement.<li>Input date in BPO Acknowledgment Date. <font color = \"#FF2626\">PLEASE NOTE:</font> date format MUST be <font color = \"#FF2626\">MM/DD/YYYY.</font> EUR Date format does not save. <li>Save</ul>","css":"tabH2","acc":"none"},{"index":"7","fin":"BPOAgreementAcknowledgement","labelPos":"2","header":""},{"id":"4","heading":"<div><strong><font size=\"2\">\nBPO Acknowledgment Date</strong></font></div>","css":"tabH2","acc":"none"},{"index":"8","fin":"BPOAcknowledgementDate","labelPos":"2","header":""},{"id":"5","heading":"<div> <strong>Data Retention Requirements</strong></div>","css":"tabH13","acc":"none"},{"id":"6","heading":"<font size=\"2\">BPO/BPRs are required to read and understand the Data Retention Requirements given in the following link to the Quality BOP on the WIE: <a href=\"http://houwie/wie/docs/G1A870.001.002\"target=\"\_blank\"><span style= \"color: #161ae3\">BOP 870.001.002</span></a><br>\nSystems that have deviations from the BOP are required to have documented BPO and IT Management sign off for those deviations.<br>\nHIT Deviations must be documented using the following: <a href=\" \\\\EPFCo.com\\dfs\\hit\\Teams\\Manuals\\DPSTDS\\APPROVED\\DP060901.docm\">DPPP06.09.01</a><br>\nNon-HIT Application Deviations can follow local Plant Procedures, but still need to provide their Approved Retention Requirements in the link below.<br>\n<br>Save Retention documentation here: \n<a href=\"http://export.howmet.com/sites/APPISCompliance/BPORetentionRequirements/Forms/AllItems.aspx\" target=\"\_blank\">BPO Provided Retention Requirements</a> \n","css":"tabH2","acc":"none"},{"id":"8","heading":"BIA - Business Impact Analysis -Disaster Recovery Timeframe Determination","css":"tabH13","acc":"none"},{"id":"9","heading":"<div><strong><font size=\"2\">\nClick on the BIA Scoring Guidelines tab to review the Scoring 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&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;areas if your System failed?</font></strong></div>","css":"tabH2","acc":"none"},{"id":"11","heading":"<div><strong><font size=\"2\">\nImpact<br>Score </font></strong></div>","css":"tabH6","acc":"none"},{"id":"12","heading":"<div><strong><font size=\"2\">\n<br>Health and Safety Impact? </font></strong></br></div>","css":"tabH5","acc":"none"},{"index":"9","fin":"HSScore","labelPos":"1","header":"11"},{"index":"9","fin":"HlthSftyImpact","labelPos":"1","header":"12"},{"id":"14","heading":"<div><strong><font size=\"2\">\nManufacturing Impact? </font></strong></div>","css":"tabH5","acc":"none"},{"index":"10","fin":"MfgScore","labelPos":"1","header":"13"},{"index":"10","fin":"MFgImpact","labelPos":"1","header":"14"},{"id":"16","heading":"<div><strong><font size=\"2\">\nAdministrative Impact? </font></strong></div>","css":"tabH5","acc":"none"},{"index":"11","fin":"AdminScore","labelPos":"1","header":"15"},{"index":"11","fin":"AdminImpact","labelPos":"1","header":"16"},{"id":"18","heading":"<div><strong><font size=\"2\">\nNegative Publicity Impact? </font></strong></div>","css":"tabH5","acc":"none"},{"index":"12","fin":"NegPubScore","labelPos":"1","header":"17"},{"index":"12","fin":"NegPubImpact","labelPos":"1","header":"18"},{"id":"20","heading":"<div><strong><font 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=\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;07D\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;03D&#160;&#160;&#160;&#160;</font></strong></div>","css":"tabH20","acc":"none"},{"id":"30","heading":"<div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160;&gt;20 points = High Priority =\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;03D\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;\n&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;01D&#160;&#160;&#160;&#160;</font></strong></div>","css":"tabH20","acc":"none"},{"id":"31","heading":"<div><strong><font size=\"2\">Review 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Key tools used to make these decisions are computer applications and the production data they use. It is the responsibility of the Process Owner to ensure the data used by the application remains reliable and available. \n\n\n","css":"tabH6","acc":"none"},{"id":"203","heading":"It is the BPO's responsibility to make decisions regarding who should have access to production data and how quickly a computer supporting those processes should be recovered. The role of IT is to facilitate the achievement of a controlled computer environment by implementing technology as directed by the Process Owners. This type of control is needed in four key areas: ","css":"tabH6","acc":"none"},{"id":"204","heading":"<ul class=\"tabH7\">\n<li>Access and Use of Production Data</li>\n<li>Computer Program Change Management Procedures</li> \n<li>Ensuring the Integrity and Security of the Production Data</li> \n<li>Computer and Process Contingency Planning</li>\n\n\n \n","css":"tabH7","acc":"none"},{"id":"205","heading":"\nBusiness Process Owner Responsibilities ","css":"tabH10","acc":"none"},{"id":"206","heading":"The following list describes the responsibilities of the Business Process Owner. These duties can be delegated to a resource, chosen by the Process Owner or the Manager of the application who is as knowledgeable as the Process Owner in the area. These Delegates are Business Process Representatives (BPRs). \n\n","css":"tabH6","acc":"none"},{"id":"207","heading":"Consenting to this agreement means, you have read and understand your role, as defined below, in helping to ensure your application and data is as reliable and available as possible. These responsibilities apply to the applications where you have been listed as the Business Process Owner or Business Process Representative.\n\n","css":"tabH6","acc":"none"},{"id":"208","heading":"\nAccess and Use of Production Data:\n","css":"tabH11","acc":"none"},{"id":"209","heading":"<ul class = \"tabH7\">\n<li>Approving requests for access rights necessary to access and use the application.</li>\n<li>Reviewing the current accounts capable of accessing and using the application.</li>\n<li>Serving as the initial contact for end user application training and ensure authorized users are trained and have access to required end user documentation.</li>\n<li>Providing System Users with timely notification of changes that will affect system use and operation.</li>\n\n\n","css":"tabH7","acc":"none"},{"id":"210","heading":"Computer Program Change Management Responsibilities:","css":"tabH11","acc":"none"},{"id":"211","heading":"<ul class=\"tabH7\">\n<li>Work with IT personnel in developing and approving cost benefit analysis, identifying any associated DIs, and provide appropriate LBC/Department codes for any approved IT projects.</li> \n<li>Reviewing the progress of large IT projects.</li>\n<li>Reviewing and accepting the testing conducted on new or altered software.</li> \n<li>Approving the movement of application software into production.</li> \n<ul class=\"tabH8\">\n<li>By approving the request, you agree to the following:</li>\n<ul class=\"tabH9\">\n<li>That attached test plan is adequate for the complexity and scope of change.</li>\n<li>If there is no attached test plan, you agree that the complexity and scope of change does not require a test plan.</li>\n<li>The testing results were successful.</li>\n<li>You approve this change to be promoted to production.</li>","css":"tabH7","acc":"none"},{"id":"212","heading":"Ensuring the Integrity and Security of the Production Data:","css":"tabH11","acc":"none"},{"id":"213","heading":"<ul class = \"tabH7\">\n<li>Identifying any confidential and/or proprietary data that may need protection.</li>","css":"tabH7","acc":"none"},{"id":"214","heading":"Computer and Process Contingency Planning:","css":"tabH11","acc":"none"},{"id":"215","heading":"<ul class = \"tabH7\">\n<li>Verifying that testing of Disaster Recovery Plans meets business requirements.</li> \n<li>Developing Business Contingency Plans for user areas.</li>\n<li>Identifying data retention and destruction requirements.</li> \n","css":"tabH7","acc":"none"},{"id":"216","heading":"BPO Types and their Roles:","css":"tabH10","acc":"none"},{"id":"217","heading":"<ul class = \"tabH7\"><li>BU BPO/BPR:</li>\n<ul class = \"tabH8\"><li>BU BPO can approve both plant specific changes and changes that effect all plants.</li>\n<li>Delegate responsibility to plant BPOs for approval of plant specific application changes.</li> \n","css":"tabH7","acc":"none"},{"id":"218","heading":"<ul class = \"tabH7\"><li>Plant BPO/BPR:</li>\n<ul class = \"tabH8\"><li>Approves plant-specific application changes.</li>\n<li>User adds, changes, deletions.</li>\n<li>Permit the BU BPO to approve common application changes that apply to all locations.</li>\n<li>Permit the BU BPO to approve all changes as a backup.</li>\n<li>Approvals can be obtained from all plant BPOs if the changes affect all plants, in this case notification to the BU BPO is required.</li>\n","css":"tabH7","acc":"none"},{"id":"219","heading":"<ul class = \"tabH7\"><li>Applications with plant BPOs only and no BU BPO:</li>\n<ul class = \"tabH8\"><li>Changes that affect all plants will require approval of all plant BPOs.</li>\n<li>Changes that only affect a specific plant will require approval of that plants' BPO.</li>\n","css":"tabH7","acc":"none"},{"id":"220","heading":"Unless otherwise noted, if an application has more than one name listed for a BU BPO or plant BPO, then migration or change approval is required from only one.","css":"tabH6","acc":"none"},{"id":"221","heading":"Infrastructure Changes and All BPO Types:","css":"tabH10","acc":"none"},{"id":"222","heading":"<ul class = \"tabH7\"><li>\nBPOs delegate responsibility to the BU IS Infrastructure Manager to approve changes which affect the system infrastructure (i.e. O/S patches, database patches, database parameter changes, schedule changes, hardware changes) on which the applications run.</li>\n<ul class = \"tabH8\"><li>The BPO will receive notification of infrastructure changes from Infrastructure team. This does not include application configuration or program changes, data changes, or user interface changes.</li>\n","css":"tabH7","acc":"none"},{"id":"223","heading":"<ul class = \"tabH7\"><li>The BU IS Infrastructure Manager may further delegate this responsibility to plant ISMs for plant specific changes.</li>\n<li>Modifications to infrastructure security design (including creating/deleting Windows security Groups) must follow standard Migration Procedures.</li>\n<li>Approvals must be obtained from the BU Infrastructure Manager and the appropriate Manager/ISM of the system.</li>\n","css":"tabH7","acc":"none"}],"group":{"dffsHeading\_201":"","dffsHeading\_202":"","dffsHeading\_203":"","dffsHeading\_204":"","dffsHeading\_205":"","dffsHeading\_206":"","dffsHeading\_207":"","dffsHeading\_208":"","dffsHeading\_209":"","dffsHeading\_210":"","dffsHeading\_211":"","dffsHeading\_212":"","dffsHeading\_213":"","dffsHeading\_214":"","dffsHeading\_215":"","dffsHeading\_216":"","dffsHeading\_217":"","dffsHeading\_218":"","dffsHeading\_219":"","dffsHeading\_220":"","dffsHeading\_221":"","dffsHeading\_222":"","dffsHeading\_223":""},"sbs":{}},{"uniqueID":"BPOAgreementFrench","noteToSelf":"","tabHiddenIn":{"n":false,"d":false,"e":false},"name":"Accord BPO","title":"Accord BPO","color":"","tabIsHidden":false,"editBtnHiddenInTab":false,"saveBtnHiddenInTab":false,"cancelBtnHiddenInTab":false,"tabVisibleForGroupIdArr":[],"id":2,"clickFunctionName":"","fields":[{"id":"301","heading":"Qu’est-ce qu’un Process Owner ?\n\n","css":"tabH10","acc":"none"},{"id":"302","heading":"Un Business Process Owner (BPO) est une personne ayant un secteur de responsabilité et qui est directement responsable de la prise de décisions concernant les activités de son domaine. Les principaux outils utilisés pour prendre ces décisions sont les applications informatiques et les données de la production. Il est de la responsabilité du Process Owner de s’assurer que les données utilisées par l’application restent fiable et disponible.\n\n","css":"tabH6","acc":"none"},{"id":"303","heading":"Il est de la responsabilité du BPO de prendre les décisions concernant les personnes qui doivent avoir accès aux données de la production et de la durée de restauration de l’ordinateur hébergeant ces données. Le rôle de l’informatique est de maintenir, sous contrôle, un environnement informatique en accord avec les décisions du Process Owners. Ce type de contrôle est nécessaire dans quatre domaines clés : ","css":"tabH6","acc":"none"},{"id":"304","heading":"<ul class=\"tabH7\">\n<li>Accès et utilisation des données de production</li>\n<li>Procédures concernant les modifications des programmes informatique</li> \n<li>Assurer l’intégrité et la sécurité des données de production</li> \n<li>Plan de contingence et ordinateur de recovery</li>\n\n\n \n","css":"tabH7","acc":"none"},{"id":"305","heading":"Responsabilités du Business Process Owner","css":"tabH10","acc":"none"},{"id":"306","heading":"La lsite ci-dessous décrit les responsabilités du Business Process Owner. Ces fonctions peuvent être déléguées à une ressource désignée par le Process Owner ou à la personne en charge de l’exploitation qui est aussi bien informé que le Process Owner. Ces personnes déléguées, sont des Business Process Représentant (BPRs).","css":"tabH6","acc":"none"},{"id":"307","heading":"Consentir à cet accord signifie que vous avez lu et compris votre rôle, comme défini ci-dessous, en aidant à assurer que votre application et les données sont aussi fiable et disponible que possible. Ces responsabilités sont applicables aux applications auxquelles vous avez été assignées comme le Business Owner ou Business Process Représentant.","css":"tabH6","acc":"none"},{"id":"308","heading":"Accés et utilisation des données de production : \n","css":"tabH11","acc":"none"},{"id":"309","heading":"<ul class = \"tabH7\">\n<li>Approuver les demandes de droits d’accès nécessaires pour accéder et utiliser l’application.</li>\n<li>Examiner les comptes actifs en mesure d’accéder et d’utiliser l’application.</li>\n<li>Etre le contact pour former les utilisateurs et garantir que les utilisateurs autorisées sont formés et ont accès à la documentation.</li>\n<li>Communiquer sur les modifications qui affectent l’utilisation et le fonctionnement du système.</li>\n\n\n","css":"tabH7","acc":"none"},{"id":"310","heading":"Responsabilités de la gestion de l’évolution des programmes informatique:","css":"tabH11","acc":"none"},{"id":"311","heading":"<ul class=\"tabH7\">\n<li>Travailler en collaboration avec l’équipe Informatique piur élaborer et approuver l’analyse des couts, l’identification de DIs associé, et de fournir les codes LBC/Département appropriés pour tous les projets informatique approuvés.</li> \n<li>Suivre l’évolution des projets IT.</li>\n<li>Suivre et valider les tests sur les logiciels.</li> \n<li>Approuver les mises en production.</li> \n<ul class=\"tabH8\">\n<li>En approuvant la demande, vous acceptez les conditions suivantes :</li>\n<ul class=\"tabH9\">\n<li>Le plan de test ci-joint est en adéquation avec la compléxité et l’envergure du projet.</li>\n<li>Si un plan de test n’est pas réalisé, vous acceptez que la complexité du projet ne nécessite pas un plan de test.</li>\n<li>Les tests sont tous conforme.</li>\n<li>Vous approuvez que cette évolution puisse être mise en production.</li>","css":"tabH7","acc":"none"},{"id":"312","heading":"Assurer l’intégrité et la sécurité des données de production:","css":"tabH11","acc":"none"},{"id":"313","heading":"<ul class = \"tabH7\">\n<li>Identifier les données confidentielles et/ou appartenant à la société qui doivent être protégées.</li>","css":"tabH7","acc":"none"},{"id":"314","heading":"Informatique et plan de contingence:","css":"tabH11","acc":"none"},{"id":"315","heading":"<ul class = \"tabH7\">\n<li>Vérifier que les tests du plan de recovery sont conformes aux exigences de l’entreprise.</li> \n<li>Mettre en place un plan de contingence pour les utilisateurs.</li>\n<li>Identifier les exigences de conservation et de destruction des données.</li> \n","css":"tabH7","acc":"none"},{"id":"316","heading":"Types de BPOs et leurs rôles : ","css":"tabH10","acc":"none"},{"id":"317","heading":"<ul class = \"tabH7\"><li>BU BPO/BPR:</li>\n<ul class = \"tabH8\"><li>BU BPO peut approuver les modifications spécifiques au site et ceux affectant tous les sites.</li>\n<li>Déléguer la responsabilité de BPOs pour l’approbatio des modifications au site.</li> \n","css":"tabH7","acc":"none"},{"id":"318","heading":"<ul class = \"tabH7\"><li>Site BPO/BPR:</li>\n<ul class = \"tabH8\"><li>Approver les changements logiciels spécifique au site.</li>\n<li>La gestion des utilisateurs.</li>\n<li>Permettre à l’BU BPO d’approuver les modifications qui impliquent to les sites.</li>\n<li>Permettre à l’BU BPO d’approuver toutes les modifications en tant que Backup.</li>\n<li>L’approbation peut être obtenue par tous les BPOs de tous les sites si le changement affecte tous les sites. Dans ce cas, une notification à l’ensemble des BU BPO est nécessaire.</li>\n","css":"tabH7","acc":"none"},{"id":"319","heading":"<ul class = \"tabH7\"><li>Applications avec seulement les BPOs du site et non les BU BPO:</li>\n<ul class = \"tabH8\"><li>Les modifications qui affectent tous les sites nécessiteront l’approbation des BPOs de tous les sites.</li>\n<li>Les modifications qui affectent uniquement un site nécessite uniquement l’approbation du BPO du site concerné.</li>\n","css":"tabH7","acc":"none"},{"id":"320","heading":"Sauf indication contraire, si une application à plus d’un nom listé pour le role d’BU BPO ou BPO du site, en cas de migration ou de modification, l’approbation es requise uniquement par une personne.","css":"tabH6","acc":"none"},{"id":"321","heading":"Modification de l’Infrastructure et tous les types de BPOs :","css":"tabH10","acc":"none"},{"id":"322","heading":"<ul class = \"tabH7\"><li>Les BPOs délèguent la responsabilité l’BU IS Infrastructure manager d’approuver les modifications affectant de l’infrastructure (O/S correctif ; correctif de base de données, modification de paramètres dans une base de données, modification de la planification, modification de la partie matériel).</li>\n<ul class = \"tabH8\"><li>Le BPO recevra une notification de la part de l’équipe infrastructure concernant toutes les modifications.</li>\n","css":"tabH7","acc":"none"},{"id":"323","heading":"<ul class = \"tabH7\"><li>L’BU IS Infrastructure manager peut déléguer cette responsabilité au responsable informatique du site.</li>\n<li>Les modifications de sécurité d’infrastructure (Incluant création/ suppression des groupes de sécurité Windows) doit suivre la procédure standard de modification.</li>\n<li>Les approbations doivent être obtenues auprés du BU Infrastructure Manager et le responsable informatique.li>\n","css":"tabH7","acc":"none"}],"group":{"dffsHeading\_301":"","dffsHeading\_302":"","dffsHeading\_303":"","dffsHeading\_304":"","dffsHeading\_305":"","dffsHeading\_306":"","dffsHeading\_307":"","dffsHeading\_308":"","dffsHeading\_309":"","dffsHeading\_310":"","dffsHeading\_311":"","dffsHeading\_312":"","dffsHeading\_313":"","dffsHeading\_314":"","dffsHeading\_315":"","dffsHeading\_316":"","dffsHeading\_317":"","dffsHeading\_318":"","dffsHeading\_319":"","dffsHeading\_320":"","dffsHeading\_321":"","dffsHeading\_322":"","dffsHeading\_323":""},"sbs":{}},{"uniqueID":"BPOAgreementGerman","noteToSelf":"","tabHiddenIn":{"n":false,"d":false,"e":false},"name":"BPO-Vereinbarung","title":"BPO-Vereinbarung","color":"","tabIsHidden":false,"editBtnHiddenInTab":false,"saveBtnHiddenInTab":false,"cancelBtnHiddenInTab":false,"tabVisibleForGroupIdArr":[],"id":3,"clickFunctionName":"","fields":[{"id":"501","heading":"Was ist ein Prozess-Eigentümer? \n\n\n","css":"tabH10","acc":"none"},{"id":"502","heading":"Alle Betriebsprozesse haben einen Eigentümer (Auf Englisch: „Business Process Owner“, oder: „BPO“). Diese Person hat Verantwortlichkeiten in bestimmten Bereichen von Betriebsprozessen und somit in allen Tätigkeiten die diesen Bereich möglicherweise beeinflussen.\n\n\n","css":"tabH6","acc":"none"},{"id":"503","heading":"Vor allem in den Bereich von Computerprogramme und Betriebsdaten gibt es Schwerpunkte, wobei der BPO verantwortlich ist für die Verfügbarkeit und betriebsgemäße Verarbeitung der Daten in einem Programm.\nEs ist zum Beispiel die Verantwortlichkeit des BPO, Entscheidungen zu treffen hinsichtlich welche Personen Zugriff auf Produktionsdaten haben sollten und in welchem Zeitraum die Produktionslage wiederhergestellt werden soll falls es ein Problem gibt. In vielen Fällen gibt es eine enge Zusammenarbeit mit der EDV Abteilung, die die technischen Voraussetzungen herbeiführt um die Anforderungen des Betriebsprozesses zu ermöglichen. Dies zeigt sich in 4 wichtigen Bereichen:\n","css":"tabH6","acc":"none"},{"id":"504","heading":"<ul class=\"tabH7\">\n<li>Zugriff und Benutzung von Produktionsdaten</li>\n<li>Die Durchführung von kontrollierten Änderungen von Computer Programmen</li> \n<li>Die Gewährleistung der Integrität und Sicherung der Produktionsdaten</li> \n<li>Die Instandhaltung der Betriebsprozesse (z.B. Nach einer EDV Störung)</li>\n\n\n \n","css":"tabH7","acc":"none"},{"id":"505","heading":"„Business Process Owner“ Verantwortlichkeiten und Aufgabenbereich. ","css":"tabH10","acc":"none"},{"id":"506","heading":"Die untenstehende Liste beschreibt die Verantwortlichkeiten eines BPO. Diese Handlungen hinsichtlich dieser Verantwortlichkeiten können durch den BPO oder Manager eines Programms delegiert werden an Personen die über ausreichenden professionellen Fachkenntnissen verfügen. Diese angestellten Rollen nennt man „Business Prozess Repräsentatives“ oder „BPR“.","css":"tabH6","acc":"none"},{"id":"507","heading":"Die Zustimmung zu dieser Vereinbarung bedeutet, dass Sie Ihre Rolle, wie nachstehend definiert, gelesen und verstanden haben, damit Ihre Anwendung und Ihre Daten so zuverlässig und verfügbar wie möglich sind. Diese Verantwortlichkeiten gelten für die Applikationen, bei denen Sie als Business Prozess Owner oder Business Prozess Repräsentative aufgeführt sind. Ihre Zusammenarbeit mit der EDV-Abteilung hinsichtlich Projekte innerhalb des Bereichs des Betriebsprozesses. Dies beinhaltet z.B. Kosten- und Ertrags-berechnungen oder die Angabe der finanziellen Abteilungskodes („LBC/Department“) für EDV-Projekte. ","css":"tabH6","acc":"none"},{"id":"508","heading":"Zugang und Umgang mit Produktionsdaten:","css":"tabH11","acc":"none"},{"id":"509","heading":"<ul class = \"tabH7\">\n<li>Kontrolle und Begutachtung neuer Anträge zur Benutzung der Software oder des Programmes. </li>\n<li>Kontrolle und Handhabung der Benutzerkonten mit aktuellem Zugriff auf die Software. </li>\n<li>Funktion als erste Kontaktperson für Benutzertraining. Berechtigte Benutzer sollten Zugriff haben auf Dokumentation und angemessenes Training erhalten. </li>\n<li>Warnung und Aufklärung der Benutzer hinsichtlich einer geplanten beschränken Verfügbarkeit des Programmes </li>\n\n\n","css":"tabH7","acc":"none"},{"id":"510","heading":"Computer Programm Change Management Aufgaben:","css":"tabH11","acc":"none"},{"id":"511","heading":"<ul class=\"tabH7\">\n<li>Zusammen arbeiten mit IT-Mitarbeitern bei der Entwicklung und Genehmigung von Kosten-Nutzen-Analysen, Identifizierung von assoziierten DIs und Bereitstellung geeigneter LBC / Department-Codes für zugelassene IT-Projekte. </li> \n<li>Kontrolle des Fortschritts bei großen EDV Projekten. </li>\n<li>Kontrolle das der Wiederherstellungsprozess den Betriebsansprüchen entspricht. </li> \n<li>Kontrolle und Begutachtung von Tests für neue oder geänderte Software. </li> \n<ul class=\"tabH8\">\n<li>Mit der Genehmigung des Antrags erklären Sie sich einverstanden: </li>\n<ul class=\"tabH9\">\n<li>Der angehängte Testplan ist ausreichend für die Komplexität und den Umfang der Veränderung. </li>\n<li>Wenn kein Testplan vorliegt, stimmen Sie zu, dass die Komplexität und der Umfang der Änderung keinen Testplan erfordern. </li>\n<li>Die Testergebnisse waren erfolgreich. </li>\n<li>Sie genehmigen diese Änderung die zur Produktion gefördert werden. </li>","css":"tabH7","acc":"none"},{"id":"512","heading":"Sicherstellung der Integrität und Sicherheit der Produktionsdaten:","css":"tabH11","acc":"none"},{"id":"513","heading":"<ul class = \"tabH7\">\n<li>Identifizierung von Betriebskritischen Daten die besondere Sicherungs- und Schutzmaßnahmen bedürfen. </li>","css":"tabH7","acc":"none"},{"id":"514","heading":"Computer und Prozess Kontingenz Planung:","css":"tabH11","acc":"none"},{"id":"515","heading":"<ul class = \"tabH7\">\n<li>Die Verifizierung das Tests des Notfalls Konzept plan die Business Voraussetzungen erfüllt. </li> \n<li>Die Erstellung eines Notplans für Benutzerbereiche falls EDV-Dienste (kurzfristig) nicht zur Verfügung stehen </li>\n<li>Feststellung von Daten-Speicherungskriterien und Aufbewahrungsfrist. </li> \n","css":"tabH7","acc":"none"},{"id":"516","heading":"BPO Typen und Rollen:\n","css":"tabH10","acc":"none"},{"id":"517","heading":"<ul class = \"tabH7\"><li>BU BPO / BPR: </li>\n<ul class = \"tabH8\"><li>BU BPO kann sowohl Werk spezifische Änderungen als auch Änderungen, die alle Werke beeinflussen, genehmigen. </li>\n<li>Zuständigkeit der Delegierten für Werk-BPOs zur Genehmigung von Werk spezifischen Anwendungsänderungen </li> \n","css":"tabH7","acc":"none"},{"id":"518","heading":"<ul class = \"tabH7\"><li>Werk BPO / BPR: </li>\n<ul class = \"tabH8\"><li>Genehmigt anwendungsspezifische Anwendungsänderungen. </li>\n<li>Benutzer Verwaltung: hinzufügen, Änderungen, Löschungen. </li>\n<li>Erlaubt dem BU BPO, allgemeine Anwendungsänderungen zu genehmigen, die für alle Standorte gelten. </li>\n<li>Erlaubt dem BU BPO, alle Änderungen als Backup zu genehmigen. </li>\n<li>Genehmigungen können von allen Werk-BPOs bezogen werden, wenn sich die Änderungen auf alle Werke auswirken, in diesem Fall ist eine Meldung an das BU BPO erforderlich. </li>\n","css":"tabH7","acc":"none"},{"id":"519","heading":"<ul class = \"tabH7\"><li>Anwendungen mit Werk-BPOs und ohne BU BPO: </li>\n<ul class = \"tabH8\"><li>Änderungen, die alle Werke betreffen, bedürfen der Genehmigung aller Werk-BPOs. </li>\n<li>Änderungen, die nur ein bestimmtes Werk betreffen, bedürfen der Genehmigung des BPO dieses Werks. </li>","css":"tabH7","acc":"none"},{"id":"520","heading":"Sofern nicht anders angegeben, ist eine Migrations- oder Änderungsgenehmigung von nur einem erforderlich, wenn ein Antrag mehr als einen Namen für ein BU BPO oder Werk BPO enthält.","css":"tabH6","acc":"none"},{"id":"521","heading":"Infrastrukturänderungen und alle BPO-Typen: ","css":"tabH10","acc":"none"},{"id":"522","heading":"<ul class = \"tabH7\"><li>\nBPOs delegieren die Verantwortung für Änderungen an den BU IS Infrastructure Manager für die Genehmigung von Änderungen die sich auf die Systeminfrastruktur auswirken (z. B. O/S-Patches, Datenbank-Patches, Änderungen an den Datenbankparametern, Zeitplanänderungen, Hardwareänderungen), auf denen die Anwendungen ausgeführt werden. </li>\n<ul class = \"tabH8\"><li>Das BPO erhält eine Benachrichtigung über Infrastrukturänderungen vom Infrastrukturteam. Dies schließt nicht die Anwendungskonfiguration oder Programmänderungen, Datenänderungen oder Änderungen der Benutzeroberfläche ein. </li>\n","css":"tabH7","acc":"none"},{"id":"523","heading":"<ul class = \"tabH7\"><li>Der BU IS Infrastructure Manager kann diese Verantwortung auch für Werk spezifische Änderungen an Werk-ISMs delegieren. </li>\n<li>Änderungen des Sicherheitsdesigns für die Infrastruktur (einschließlich Erstellen / Löschen von Windows-Sicherheitsgruppen) müssen den standardmäßigen Migrationsverfahren folgen. </li>\n<li>Genehmigungen müssen beim BU Infrastructure Manager und dem entsprechenden Manager / ISM des Systems eingeholt werden. </li>\n","css":"tabH7","acc":"none"}],"group":{"dffsHeading\_501":"","dffsHeading\_502":"","dffsHeading\_503":"","dffsHeading\_504":"","dffsHeading\_505":"","dffsHeading\_506":"","dffsHeading\_507":"","dffsHeading\_508":"","dffsHeading\_509":"","dffsHeading\_510":"","dffsHeading\_511":"","dffsHeading\_512":"","dffsHeading\_513":"","dffsHeading\_514":"","dffsHeading\_515":"","dffsHeading\_516":"","dffsHeading\_517":"","dffsHeading\_518":"","dffsHeading\_519":"","dffsHeading\_520":"","dffsHeading\_521":"","dffsHeading\_522":"","dffsHeading\_523":""},"sbs":{}},{"uniqueID":"BPOAgreementJapanese","noteToSelf":"","tabHiddenIn":{"n":false,"d":false,"e":false},"name":"BPO契約","title":"BPO契約","color":"","tabIsHidden":false,"editBtnHiddenInTab":false,"saveBtnHiddenInTab":false,"cancelBtnHiddenInTab":false,"tabVisibleForGroupIdArr":[],"id":4,"clickFunctionName":"","fields":[{"id":"401","heading":"プロセスオーナとは：\n\n\n","css":"tabH10","acc":"none"},{"id":"402","heading":"ビジネス・プロセス・オーナー（BPO）とはコンピュータシステムやそのデータベースを取り扱う会社業務に対して責任を持ってマネージメントを行い、これらに関する重要な決断を行う人であり、コンピュータシステムやそのデータベースが信頼できるように、そして正しく利用し続けられるようにすることが、BPOの責務と言える。 \n\n\n","css":"tabH6","acc":"none"},{"id":"403","heading":"本番系データへのアクセス可能者の決定や、個々の業務に特化したサポートはBPOの責任範囲となる。ＩＴグループの作業範囲はコンピュータを用いた業務が円滑に進むようにプロセスオーナの指示に従って環境を整備しているのに過ぎない。ＩＴ部門の作業役割を整理すると、次の４点に大別される。","css":"tabH6","acc":"none"},{"id":"404","heading":"<ul class=\"tabH7\">\n<li>本番系データへのアクセスや使用★</li>\n<li>プログラム変更に伴う作業</li> \n<li>本番系データの維持とセキュリティ管理</li> \n<li>コンピュータまたはシステム障害時対策</li>\n\n\n \n","css":"tabH7","acc":"none"},{"id":"405","heading":"ビジネス・プロセス・オーナーの責任： ","css":"tabH10","acc":"none"},{"id":"406","heading":"以下にBPO責任一覧を掲載する。BPOはこれらの責任を、該当業務領域においてBPOと同等の知識を持つ代理者（サブBPO）に委譲することができる。この承諾書に合意することによって、アプリケーションとデータの信頼性と可用性を確実にするためにまとめられた以下の役割を読み理解したことになります。これらの責任一覧は、別途定めるビジネスプロセスオーナ一覧にリストアップされているアプリケーションのBPOとサブBPOに適用されます。","css":"tabH6","acc":"none"},{"id":"408","heading":"本番系データへのアクセスと使用\n","css":"tabH11","acc":"none"},{"id":"409","heading":"<ul class = \"tabH7\">\n<li>アプリケーションへのアクセス／使用の必要性を判断したうえでの、アクセス権申請への承認 </li>\n<li>セキュリティ管理－システム利用者に対する適切な権限割り当てを維持するための随時見直し等 </li>\n<li>システム利用者に対するトレーニングの一次問合せ先となる。システム使用を許可されたユーザは、適切にトレーニングされ、利用者向け手順書にアクセスできることを確実にする。 </li>\n<li>システムの使用や運用に影響を及ぼす変更について、ユーザに対して時宜を得た変更通知を発信する </li>\n\n\n","css":"tabH7","acc":"none"},{"id":"410","heading":"プログラム変更管理への責任","css":"tabH11","acc":"none"},{"id":"411","heading":"<ul class=\"tabH7\">\n<li>ITとの協働によりシステム導入案件に対する費用対効果分析とその結果の承認。必要であれば、DIアクションプランを特定し登録する。適切なLBC/部門コードを付与する </li> \n<li>大規模なITプロジェクトの進捗に対する承認 </li>\n<li>システムの新規導入や変更に関して実施されたテストの確認と承認 </li> \n<li>システムの本番稼働開始承認 </li> \n<ul class=\"tabH8\">\n<li>承認することにより、以下について同意したこととなる★ </li>\n<ul class=\"tabH9\">\n<li>変更の複雑さや範囲に照らしてテスト計画が適切であること </li>\n<li>テスト計画がない場合は、変更の複雑さや範囲が小規模であるためテスト計画を必要としないこと </li>\n<li>テスト結果に問題がないこと </li>\n<li>当該変更を本番系に適用すること </li>","css":"tabH7","acc":"none"},{"id":"412","heading":"本番系データの維持とセキュリティ管理","css":"tabH11","acc":"none"},{"id":"413","heading":"<ul class = \"tabH7\">\n<li>プロテクションが必要な守秘情報・データの特定 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BPOが存在しないアプリケーションのBPO </li>\n<ul class = \"tabH8\"><li>変更が全プラントに影響を及ぼす場合、全てのプラントBPOからの承認が必要となる </li>\n<li>変更が特定のプラントにのみ影響を及ぼす場合は当該プラントBPOの承認が必要となる </li>\n","css":"tabH7","acc":"none"},{"id":"420","heading":"特に明記のない限り、BU BPOやプラントBPOの名前が複数リストされているアプリケーションについては、移行や変更に関する承認は何れか一人からでよい。★","css":"tabH6","acc":"none"},{"id":"421","heading":"ITインフラの変更と全てのBPOタイプに関して：","css":"tabH10","acc":"none"},{"id":"422","heading":"<ul class = \"tabH7\"><li>\nシステムインフラに影響のある変更（O/Sパッチ、データベースパッチ、データベースパラメータ変更、処理スケジュール変更、ハードウェアの変更）に関する承認権限をBU ISのインフラ担当マネージャに委譲する </li>\n<ul class = \"tabH8\"><li>これらの変更に関しては、プラントBPOは必ず通知を受け取らなければならない。この権限委譲にはアプリケーションの設定変更、プログラム変更、データ変更、ユーザインタフェースの変更は含まれない </li>\n","css":"tabH7","acc":"none"},{"id":"423","heading":"<ul class = \"tabH7\"><li>BU ISのインフラ担当マネージャはプラント固有の変更について、プラントISMに権限を委譲する場合もある </li>\n<li>ITインフラのセキュリティ変更（Windowsセキュリティグループの作成／削除も含む）は標準の移行手順に従わなければならない★ </li>\n<li>承認にはBU ISのインフラ担当マネージャと当該システムの管理者またはISMが含まれなければならない★ </li>\n","css":"tabH7","acc":"none"}],"group":{"dffsHeading\_401":"","dffsHeading\_402":"","dffsHeading\_403":"","dffsHeading\_404":"","dffsHeading\_405":"","dffsHeading\_406":"","dffsHeading\_408":"","dffsHeading\_409":"","dffsHeading\_410":"","dffsHeading\_411":"","dffsHeading\_412":"","dffsHeading\_413":"","dffsHeading\_414":"","dffsHeading\_415":"","dffsHeading\_416":"","dffsHeading\_417":"","dffsHeading\_418":"","dffsHeading\_419":"","dffsHeading\_420":"","dffsHeading\_421":"","dffsHeading\_422":"","dffsHeading\_423":""},"sbs":{}},{"uniqueID":"BIAScoring","noteToSelf":"","tabHiddenIn":{"n":false,"d":false,"e":false},"name":"BIA Scoring Guidelines","title":"BIA Scoring Guidelines","color":"","tabIsHidden":false,"editBtnHiddenInTab":false,"saveBtnHiddenInTab":false,"cancelBtnHiddenInTab":false,"tabVisibleForGroupIdArr":[],"id":5,"clickFunctionName":"","fields":[{"id":"71","heading":"<p>&#160;</p>","css":"tabH20","acc":"none"},{"id":"72","heading":"<div><div><strong><font 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TIMEFRAMES:</u></font></strong></div>","css":"tabH20","acc":"none"},{"id":"78","heading":"<blockquote dir=\"ltr\" style=\"margin-right: 0px\"><div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160<u> Disaster</u>&#160;&#160; &#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160; <u>Operational</u></font></strong></div>","css":"tabH20","acc":"none"},{"id":"79","heading":"<div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160;&lt;10 points = Low Priority =&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160; Other&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;07D&#160;&#160;&#160;&#160;</font></strong></div>","css":"tabH20","acc":"none"},{"id":"80","heading":"<div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160;10 to 20 points = Medium Priority =&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;07D&#160;&#160; &#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160;&#160; 03D&#160;&#160;</font></strong></div>","css":"tabH20","acc":"none"},{"id":"81","heading":"<div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160;&gt;20 points = High Priority 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days, up to 7 days</font></strong></div>","css":"tabH20","acc":"none"},{"id":"86","heading":"<div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160; Other = greater than 7 days</font></strong></div>","css":"tabH20","acc":"none"},{"id":"87","heading":"<div><strong><font size=\"2\">&#160;</font></strong></div>","css":"tabH20","acc":"none"},{"id":"88","heading":"<div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160; See Link below for more detailed explanation:</font></strong></div>","css":"tabH20","acc":"none"},{"id":"89","heading":"<div><strong><font size=\"2\">&#160;&#160;&#160;&#160;&#160; </font></strong><a href=\"file://valueaddco.com/dfs/PGH/InfoShare/Auditglobe/webdocuments/WebPortalDocs/Version 4/IT Finalized/Disaster Recovery Criticality Levels.doc\"><u><font color=\"#800080\" size=\"2\"><strong>Disaster Recovery Criticality Levels</strong></font></u></a></div></blockquote>","css":"tabH20","acc":"none"},{"id":"90","heading":"<div><strong><font 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tape.</font></strong></div></blockquote></div>","css":"tabH20","acc":"none"},{"id":"101","heading":"","css":"tabH20","acc":"none"}],"group":{"dffsHeading\_71":"","dffsHeading\_72":"","dffsHeading\_73":"","dffsHeading\_74":"","dffsHeading\_75":"","dffsHeading\_76":"","dffsHeading\_77":"","dffsHeading\_78":"","dffsHeading\_79":"","dffsHeading\_80":"","dffsHeading\_81":"","dffsHeading\_82":"","dffsHeading\_83":"","dffsHeading\_84":"","dffsHeading\_85":"","dffsHeading\_86":"","dffsHeading\_87":"","dffsHeading\_88":"","dffsHeading\_89":"","dffsHeading\_90":"","dffsHeading\_91":"","dffsHeading\_92":"","dffsHeading\_93":"","dffsHeading\_94":"","dffsHeading\_95":"","dffsHeading\_96":"","dffsHeading\_97":"","dffsHeading\_98":"","dffsHeading\_99":"","dffsHeading\_100":"","dffsHeading\_101":""},"sbs":{}},{"uniqueID":"AnnualBPOReview","noteToSelf":"","tabHiddenIn":{"n":false,"d":false,"e":false},"name":"Annual BPO Review","title":"Annual BPO 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