



# Marriott Global Standard Operating Procedures (SOP)

March 5, 2016

**SOP Overview:** All identified business critical hotel systems are required to have a process for creating periodic data and system file backups. In the event of a major system failure or corruption of working data files, the backup must be available to deploy for system and/or data restoration.

SOP: BC01 – System Backup Procedures	
<b>Objective</b>	Business Continuity and Disaster Recovery
<b>Audience</b>	Global IT System Managers
<b>Discipline Expert</b>	IT Mid-Range Infrastructure Server Delivery Team
<b>SOP Approver</b>	Global Technology Council
<b>Review Cycle:</b>	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Every 2 Years <input type="checkbox"/> As needed
<b>Published:</b> May 19, 2009	<b>Effective Date:</b> May 19, 2009
<b>Last Revised:</b> March 24, 2016	<b>Last Reviewed:</b> March 24, 2016

Key Requirements & Related Standards
<p><b>Hardware:</b></p> <ul style="list-style-type: none"><li>• Backup media and hardware must be procured according to the Marriott standards.</li></ul>
<p><b>Software:</b></p> <ul style="list-style-type: none"><li>• The Marriott certified tape backup solution must be used and on a <a href="#">version currently supported by the vendor</a>.</li><li>• Backups to be configured and encrypted using standard, <a href="#">documented backup procedures</a>.</li><li>• The use of a Marriott approved cloud backup solution can be an alternative backup method. This option may be more costly (i.e. additional bandwidth) and may not be available in all areas.</li></ul>
<p><b>Backup Process:</b></p> <ul style="list-style-type: none"><li>• Backup job history (printed or electronic format) will be maintained for a minimum 3 months.</li><li>• Ensure the overall backup plan is included in the property's <a href="#">Business Continuity Plan (MIP-30)</a> and includes a description of the following:<ul style="list-style-type: none"><li>◦ Description of process used to create database backups and/or backup data specified by application vendor and the business stakeholders.</li><li>◦ Written instructions for completing business critical full system backup (when required).</li><li>◦ The backup schedule will be based on the type of data being backed-up and include both partial and full backups at appropriate and logical time intervals.</li><li>◦ Individual or position responsible for:<ul style="list-style-type: none"><li>• Configuring the backup</li><li>• Performing the backup</li><li>• Modifying the backup plan</li><li>• Application and/or data recovery.</li></ul></li></ul></li><li>• The IT Field Associate is responsible for the administration of the systems backup plan and ensuring the existence of an application and data backup plan.</li></ul>

# Marriott Standard Operating Procedures

**Lei Huang**



**Marriott Standard Operating Procedures:**

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