# System Management Plan

This System Management Plan is intended to provide key information necessary to effectively maintain a system. The plan describes the regular activities essential to the support and maintenance of the system as well as the roles and responsibilities of those responsible for administering the system. The System Owner is encouraged to expand upon this template to meet the needs of the system and department. This document should be reviewed on a regular basis and updated as necessary.

## System Information

* System Name:
* Purpose:
* Vendor:
* Users of the system (check all that apply):

[ ]  Students

[ ]  Faculty

[ ]  Staff

[ ]  Affiliates *(specify affiliated group: \_\_\_\_\_\_\_\_\_\_\_)*

[ ]  Other \_\_\_\_\_\_\_\_\_\_

* How do users access the system (e.g. JMU credentials, user created accounts, etc.)?
* JMU System Management Roles: *(complete the chart below)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Name | Title | Phone | Email |
| *System Owner* |  |  |  |  |
| *System Administrator* |  |  |  |  |
| *Data Custodian* |  |  |  |  |

## Contract Information

* Vendor Contact Information: *(complete the chart below)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Phone | Email |
|  |  |  |  |
|  |  |  |  |

* Procurement Contact(s): *(complete the chart below)*

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name | Title | Phone | Email |
|  |  |  |  |
|  |  |  |  |

* Contract number:
* Contract Term (e.g. 1 year with 9 one-year renewals):

## University Data

* Specify data processed, stored, or transmitted in the system *(e.g. student name, email, etc.).*
* Does the data identified above have compliance or legal restrictions that may apply to the following regulations? *(check all that apply)*

[ ]  FERPA

[ ]  PCI

[ ]  HIPAA

[ ]  GLBA

[ ]  Other \_\_\_\_\_\_\_\_\_\_

* Where is the data hosted (e.g. on-campus or by the vendor)?
* Describe data interfaces or manual data transfer loads to or from existing University systems *(e.g. Student Administration System, Human Resources System, etc.).*
* Will the data be processed/stored outside of the system? If yes, state location and plan for data protection.
* Describe the plan for ensuring the accuracy and integrity of the data being used/produced by the system.
* Describe the plan for ensuring all data stored in the system is securely transferred, returned, or destroyed upon contract expiration or termination.

## System Administration

* The following individuals will have administrator rights to the system:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Phone | Email |
|  |  |  |  |
|  |  |  |  |

* Describe the functions the system administrator(s) will perform (e.g. system upgrades, patches, data recovery, etc.):
* Describe the process for each of the following:

|  |
| --- |
| Account Creation |
|  |

|  |
| --- |
| Account Changes  |
|  |

|  |
| --- |
| Account Deprovisioning |
|  |

|  |
| --- |
| Account Reviews |
| *Process should also specify account review frequency (e.g. annually, semi-annually, etc.).*  |

* Describe the roles/permissions available within the system as well as the associated individuals for each role/permission.
* Describe the contingency plan that includes alternate processing procedures to be used if the system becomes unavailable.
* Submit a diagram of the system if one is not already on file with IT.

## Risk Mitigations

* List or attach the risk mitigations/recommendations provided by JMU Information Technology.

## ***System Management Plan Update History:***

|  |  |  |
| --- | --- | --- |
| *Date* | *Updated By* | *Update Description* |
|  |  |  |
|  |  |  |
|  |  |  |