

Annex K – Critical Assets Identification Cards

Hardware

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Hardware
Asset Name	Tech-Laptop1
Asset Description	A laptop prepared to match the needs of technicians during field work. It provides access to medical equipment diagnosis applications and service manuals. In addition it is used as a desktop replacement for use in the office.
Asset Owner	Technician1
Asset Location	Office, on-the-road
Asset Maintainer	External IT Expert, Technician2, Technician1
Aggregated Recovery Priority	High
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Test medical equipment, read manuals, prepare spare part supply requests and repair reports
Recovery Priority Requirement	High. One of the Tech-Laptop1 or Tech Laptop2 must be available and in good operating condition
Asset users	Technician1
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Hardware
Asset Name	Tech-Laptop2
Asset Description	A laptop prepared to much the needs of technicians during field work. It provides access to medical equipment diagnosis applications and service manuals. In addition it is used as a desktop replacement for use in the office.
Asset Owner	Technician1
Asset Location	Office, on-the-road
Asset Maintainer	External IT Expert, Technician2,
Aggregated Recovery Priority	High
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Test medical equipment, read manuals, prepare spare part supply requests and repair reports
Recovery Priority Requirement	High. One of the Tech-Laptop1 or Tech Laptop2 must be available and in good operating condition
Asset users	Technician2
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	19/12/2009
Asset Category	Hardware
Asset Name	Desktop-Sales1
Asset Description	The salesman desktop providing access to office productivity applications, email communication and data stored on the corporate servers.
Asset Owner	Salesman1
Asset Location	Office building / Room 2 / Sales1 desk
Asset Maintainer	External IT Expert, Technician2,
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Access of customer Expedited service contracts and authorise customer service request, Manage technicians expedited service appointment schedule. Email communication
Recovery Priority Requirement	HIGH
Asset users	Salesman1
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Hardware
Asset Name	Desktop-Sales2
Asset Description	The salesman desktop providing access to office productivity applications, email communication and data stored on the corporate servers.
Asset Owner	Salesman2
Asset Location	Office building / Room 2 / Sales2 desk
Asset Maintainer	External IT Expert, Technician2
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Access of customer Expedited service contracts and authorise customer service request, Manage technicians expedited service appointment schedule. Email communication
Recovery Priority Requirement	HIGH
Asset users	Salesman2
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Hardware
Asset Name	Office-PBX
Asset Description	The Office PBX handles the company's fixed-lines. The handsets are considered part of the PBX although we use ordinary handsets and not the PBX specific handsets that offer extra functionality.
Asset Owner	Secretary
Asset Location	Office/ Room1
Asset Maintainer	PBX Supplier
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Customers calling to register their expedited support request are routed to the salesmen. Alternatively customers may call salesmen on their mobile phones.
Recovery Priority Requirement	HIGH
Asset users	Technician1, Technician2, Salesman1, Salesman2, Secretary, customers
Supported Business Func#2	Customer Relationships Management
Assets role /usage in function	New or existing customers calling to request a service of product.
Recovery Priority Requirement	Medium
Asset users	Salesman1, Salesman2, Secretary, customers
Supported Business Func#3	Finance
Assets role /usage in function	Daily communications with suppliers and customers.
Recovery Priority Requirement	Medium
Asset users	Customers and all function users

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Hardware
Asset Name	Financial control application server
Asset Description	This server holds the financial data and transactions. It hosts the financial control applications and allows the application's users to access /update the warehouse stock and issue invoices (If relevant include brand/model and vendor / supplier.)
Asset Owner	Company owner
Asset Location	Owner's office
Asset Maintainer	External IT Expert
Aggregated Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	Provides the platform for the Financial control Application
Recovery Priority Requirement	Medium
Asset users	Company Owner, Accountant, Secretary. It is most of the time used remotely from their own computers.
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	19/11/2009
Asset Category	Hardware
Asset Name	Owner-Laptop
Asset Description	The personal laptop of the company's owner. Used for all daily activities, like email communication, funds/financial management, business contacts, ...
Asset Owner	Company owner
Asset Location	Office, on-the-road
Asset Maintainer	External IT Expert, Technician2
Aggregate Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	Holds funding agreements and other financial information. Used to prepare agreements and keep contact information of suppliers and customers.
Recovery Priority Requirement	Medium
Asset users	Company Owner
Supported Business Func#2	Customer Relationship management
Assets role /usage in function	Used for contact management and drafting marketing plans.
Recovery Priority Requirement	Medium
Asset users	Company Owner

Asset Identification Card	
Card Creation/Update Date	19/11/2009
Asset Category	Hardware
Asset Name	Secretary-Desktop-PC
Asset Description	The desktop pc of the secretary providing access to office productivity applications and finance function application and data. Used for all daily activities, like email communication, financial management, orders to suppliers, etc
Asset Owner	Secretary
Asset Location	Office, room 3
Asset Maintainer	External IT Expert, Technician2
Aggregate Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	Used to prepare Faxes for ordering supplies, spare parts and equipment. Keeps track of the order process and delivery schedules to customers.
Recovery Priority Requirement	Medium
Asset users	Secretary
Supported Business Func#2	
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/11/2009
Asset Category	Hardware
Asset Name	Accountant-Computer
Asset Description	This computer is owned and used solely (to our knowledge) by the accountant. It keeps of copy of financial information of our company to be processed and then used to update the financial control application of the company. Financial reports are prepared on this computer.
Asset Owner	Accountant
Asset Location	Accountants office
Asset Maintainer	Accountant
Aggregate Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	It keeps of copy of financial information of our company to be processed and then used to update the financial control application of the company. Financial reports are prepared on this computer.
Recovery Priority Requirement	Medium
Asset users	Accountant
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/11/2009
Asset Category	Hardware
Asset Name	Office Ethernet Switch
Asset Description	The device is used to network the 11 computers in the office and the internet router
Asset Owner	Company-owner
Asset Location	Office, room1
Asset Maintainer	External IT Expert, Technician2
Aggregate Recovery Priority	High
Supported Business Func#1	Finance
Assets role /usage in function	Allows accessing of functions data stored in others computers and sending/receiving emails
Recovery Priority Requirement	Medium
Asset users	All function's users
Supported Business Func#2	Expedited Service Contract Fulfilment
Assets role /usage in function	Allows accessing of functions data stored in others computers and sending/receiving emails
Recovery Priority Requirement	High
Asset users	All function's users
Supported Business Func#3	Customer Relationship management
Assets role /usage in function	Allows accessing of functions data stored in others computers and sending/receiving emails, accessing the internet to update the web site.
Recovery Priority Requirement	Medium
Asset users	All function's users

Asset Identification Card	
Card Creation/Update Date	18/11/2009
Asset Category	Hardware
Asset Name	Internet Router
Asset Description	Provide access to the internet and firewall protection
Asset Owner	Company-owner
Asset Location	Office, room1
Asset Maintainer	External IT Expert, Technician2
Aggregate Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	Used to exchange order and product information with suppliers and customers
Recovery Priority Requirement	Medium
Asset users	All function's users
Supported Business Func#2	Customer Relationship management
Assets role /usage in function	Used to exchange order and product information with suppliers and customers and update the web site.
Recovery Priority Requirement	Medium
Asset users	All function's users
Supported Business Func#3	Expedited Service Contract Fulfilment
Assets role /usage in function	Allows exchange of internal workflow documents (e.g. spare part requests)
Recovery Priority Requirement	High
Asset users	All function's users

Application

Asset Identification Card: Hardware/Application/Network :VersionNo:03	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Medical-Equipment-problem-diagnosis-application-vendor1
Asset Description	Application to diagnose problems on Vendor1's xyz series of medical equipment
Asset Owner	Technician1
Asset Location	Laptop-Tech1, Laptop-Tech2
Asset Maintainer	External IT Expert, Technician2
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Application to diagnose problems on Vendor1's xyz series of medical equipment
Recovery Priority Requirement	HIGH
Asset users	Technician1, Technician2
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card: Hardware/Application/Network :VersionNo:03	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Medical-Equipment-problem-diagnosis-application-vendor2
Asset Description	Application to diagnose problems on Vendor2's xyz series of medical equipment
Asset Owner	Technician1
Asset Location	Laptop-Tech1, Laptop-Tech2
Asset Maintainer	External IT Expert, Technician2
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Application to diagnose problems on Vendor2's xyz series of medical equipment
Recovery Priority Requirement	HIGH
Asset users	Technician1, Technician2
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Email Service
Asset Description	Internet Email used for internal workflows and communication with customers, vendors, suppliers, Etc.
Asset Owner	Technician1
Asset Location	The Internet, Email Hosting Services LTD.
Asset Maintainer	Email Hosting Services LTD
Aggregated Recovery Priority	HIGH
Supported Business Func# 1	Expedited Service Contract Fulfilment
Assets role /usage in function	Exchange documents, including spare part requests, service reports. Document exchanges are not time critical. When rapid action is required then phone communication is preceding the document exchange.
Recovery Priority Requirement	HIGH
Asset users	Technician1, Technician2
Supported Business Func# 3	Finance
Assets role /usage in function	Supports internal workflow and external communication
Recovery Priority Requirement	Medium
Asset users	All function's users
Supported Business Func# 3	Customer Relationship Management
Assets role /usage in function	Supports internal workflow and external communication
Recovery Priority Requirement	Medium
Asset users	All function's users

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Company fixed-line phone numbers
Asset Description	Company fixed-line phones 0044 (0) 1223 234234 0044 (0) 1223 234235
Asset Owner	Secretary
Asset Location	The phone numbers are assigned to the Company-PBX
Asset Maintainer	The telephone company
Aggregated Recovery Priority	HIGH
Supported Business Func# 1	Expedited Service Contract Fulfilment
Assets role /usage in function	Customers call to register their expedited support request
Recovery Priority Requirement	HIGH
Asset users	Customers, Salesman1, Salesman2
Supported Business Func# 2	Finance
Assets role /usage in function	Same as office PBX
Recovery Priority Requirement	
Asset users	
Supported Business Func# 3	Customer Relationship management
Assets role /usage in function	Same as office PBX
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	FAX
Asset Description	Company FAX number 0044 (0) 1223 234236
Asset Owner	Secretary
Asset Location	The phone number is assigned to the Company FAX located in Office /room2
Asset Maintainer	The telephone company
Aggregated Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	Mainly used for communication with equipment suppliers and less frequently with customers
Recovery Priority Requirement	Medium
Asset users	Customers, Secretary
Supported Business Func#2	
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Mobile-Phone-Tech1
Asset Description	Business mobile phone for voice and SMS communication.
Asset Owner	Technician1
Asset Location	Always with Technician1
Asset Maintainer	Technician1
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Communicate with Office, other technician, salesman, finance for spare part order(secretary) and customers
Recovery Priority Requirement	HIGH
Asset users	Technician1
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Mobile-Phone-Tech2
Asset Description	Business mobile phone for voice and SMS communication.
Asset Owner	Technician2
Asset Location	Always with Technician2
Asset Maintainer	Technician2
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Communicate with Office, other technician, salesman, finance for spare part order(secretary) and customers
Recovery Priority Requirement	HIGH
Asset users	Technician2
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Mobile-Phone-Salesman1
Asset Description	Business mobile phone for voice and SMS communication.
Asset Owner	Salesman1
Asset Location	Always with Saleman1
Asset Maintainer	Saleman1
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Communicate with Office, other technician, salesman, finance for spare part order(secretary) and customers
Recovery Priority Requirement	HIGH
Asset users	Saleman1
Supported Business Func#2	Customer Relationships Management
Assets role /usage in function	Receive customer communication or resolve issues with orders handled by finance when not in office.
Recovery Priority Requirement	Medium
Asset users	Salesman1

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Mobile-Phone-Salesman2
Asset Description	Business mobile phone for voice and SMS communication.
Asset Owner	Salesman2
Asset Location	Always with Saleman2
Asset Maintainer	Saleman2
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Communicate with Office, other technician, salesman, finance for spare part order(secretary) and customers
Recovery Priority Requirement	HIGH
Asset users	Saleman2
Supported Business Func#2	Customer Relationships Management
Assets role /usage in function	Receive customer communication or resolve issues with orders handled by finance when not in office.
Recovery Priority Requirement	Medium
Asset users	Salesman2

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Internet Service Provisioning
Asset Description	Used for all internal workflows supported by email. It is also used for communication with suppliers, customers and for web site updates.
Asset Owner	Company-Owner
Asset Location	Managed on the Internet router
Asset Maintainer	The Internet Service Provider.
Aggregated Recovery Priority	HIGH
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Communicate with Office, other technician, salesman, finance for spare part order(secretary) and customers
Recovery Priority Requirement	HIGH
Asset users	All function's users
Supported Business Func#2	Customer Relationships Management
Assets role /usage in function	Support functions workflow and external communication
Recovery Priority Requirement	Medium
Asset users	Salesman1, Salesman2, Company-owner
Supported Business Func#3	Finance
Assets role /usage in function	Support functions workflow and external communication
Recovery Priority Requirement	Medium
Asset users	All function's users.

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Web Site
Asset Description	One of the marketing tools of the company. It contains static web pages advertising out products and contact information for the interested prospective customers (phone and email)
Asset Owner	Company-Owner
Asset Location	Web hosting provider
Asset Maintainer	Web hosting provider
Aggregated Recovery Priority	Medium
Supported Business Func#1	Customer Relationships Management
Assets role /usage in function	Marketing tools of the company. Provide contact information
Recovery Priority Requirement	Medium
Asset users	
Supported Business Func#2	
Assets role /usage in function	
Recovery Priority Requirement	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Financial control application
Asset Description	The application that holds the financial data and transactions. Allows client to access /update the warehouse stock and issue invoices
Asset Owner	Company owner
Asset Location	Financial control application server
Asset Maintainer	Financial control software supplier
Aggregated Recovery Priority	Medium
Supported Business Func #1	Finance
Assets role /usage in function	Provides automation for the Finance function
Recovery Priority Requirement	Medium
Asset users	Company Owner, Accountant, Secretary. It is most of the time used remotely from their own computers.
Supported Business Func #2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Application
Asset Name	Office Productivity Applications
Asset Description	Used for all daily tasks and workflows. Preparing documents and spreadsheets, sending email and browsing the internet
Asset Owner	Company owner
Asset Location	On every computer system
Asset Maintainer	Technician2, External IT Expert
Aggregated Recovery Priority	The same assigned to each individual computer system
Supported Business Func #1	Finance
Assets role /usage in function	
Recovery Priority Requirement	Medium
Asset users	
Supported Business Func #2	Customer Relationships Management
Assets role /usage in function	
Recovery Priority Requirement	Medium
Asset users	
Supported Business Func #2	Expedited Service Contract Fulfilment
Assets role /usage in function	
Recovery Priority Requirement	High
Asset users	

Data

Data Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Data
Asset Name	Expedited Service Customer database
Asset Description	The list of the customers of this service including start and end dates of service provision.
Asset Owner	Company owner
Asset Primary Storage Location	Desktop-Sales2 - C:\SharedDocuments\ExpeditedServiceCustomers.csv
Asset Maintainer	External IT Expert
Aggregate Recovery Priority	High
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	The list of the customers of this service including start and end dates of service provision.
Recovery Priority Requirement	High
Asset users	Salesman1, Salesman2
Supported Business Func#2	
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Data Asset Identification Card	
Card Creation/Update Date	
Asset Category	Data
Asset Name	Technicians work Planning
Asset Description	The planned repairs and maintenance schedule for the technicians. This is an essential planning tool for prioritising and scheduling execution of all technical work in a timely manner.
Asset Owner	Technician1
Asset Primary Storage Location	Desktop-Sales2 - C:\SharedDocuments\TechWorkPlanning.csv Additional copies of the plan are stored in technicians' laptops for reference. Technicians will copy the updated version as required.
Asset Maintainer	Salesman2
Aggregated Recovery Priority	High
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Used to plan effectively and meet the tight repair times required by customers in this class of service.
Recovery Priority Requirement	High
Asset users	Salesman1, Salesman2, Technician1, Technician2
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Data Asset Identification Card	
Card Creation/Update Date	
Asset Category	Data
Asset Name	Medical equipment service manuals
Asset Description	Equipment specific service manuals. Indispensable tool for problem diagnosis, spare part identification and repair procedures.
Asset Owner	Technician1
Asset Primary Storage Location	Laptop-Tech1 - C:\MyDocuments\ServiceManual Laptop-Tech2 - C:\MyDocuments\ServiceManual
Asset Maintainer	Technician1
Aggregated Recovery Priority	High
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Technicians must have these manuals to perform effectively
Recovery Priority Requirement	High
Asset users	Technician1, Technician2
Supported Business Func#2	-
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	

Data Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Data
Asset Name	Spare part requests
Asset Description	Documents requesting spare parts required for equipment repairs. Once the service request is fulfilled this document becomes part of the service report.
Asset Owner	Technician1
Asset Storage Location	Data scattered depending on the technician requesting the item. Laptop-Tech1 - C:\MyDocuments\ Laptop-Tech2 - C:\MyDocuments\
Asset Maintainer	Technician1, Technician2
Aggregated Recovery Priority	High
Supported Business Func#1	Expedited Service Contract Fulfilment
Assets role /usage in function	Technicians must have these requests to track the availability of spare parts and keep the expedited repairs on schedule.
Recovery Priority Requirement	High
Asset users	Technician1, Technician2
Supported Business Func#2	Technical Support function
Assets role /usage in function	Technicians must have these requests to be able to schedule their normal repairs schedule.
Recovery Priority Requirement	Not critical business function
Asset users	Technician1, Technician2

Data Asset Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Data
Asset Name	Order Progress Tracking
Asset Description	A spreadsheet for tracking the state of supplies and equipment requests placed by technicians and salesman.
Asset Owner	Company Owner
Asset Storage Location	Desktop-Secretary – C:\MyDocuments\
Asset Maintainer	External IT Expert
Aggregated Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	Required for tracking order status for spare parts, supplies and equipment.
Recovery Priority Requirement	Medium
Asset users	Secretary

Data Asset Identification Card	
Card Creation/Update Date	
Asset Category	Data
Asset Name	Supplier Agreements and Contact information
Asset Description	Agreements for collaboration and product distribution for medical equipment. Included are contact details for orders and other issues
Asset Owner	Company owner
Asset Storage Location	Owner-Laptop (Folder MyDocuments\Suppliers) Secondary storage Secretary Desktop PC (Folder MyDocuments\Suppliers)
Asset Maintainer	External IT Expert
Aggregated Recovery Priority	Medium
Supported Business Func#1	Finance
Assets role /usage in function	
Recovery Priority Requirement	
Asset users	Company Owner, Secretary
Supported Business Func#2	Sales / Customer Relationship
Assets role /usage in function	Used to check with suppliers availability of products before committing to the customer
Recovery Priority Requirement	
Asset users	

People / Suppliers

People / Suppliers Identification Card	
Card Creation/Update Date	18/12/2009
Name	External IT Expert
Organization and address (if not a company employee)	IT Valued Ltd.
Department	-
Title (Role)	-
Key BCM Responsibilities (If contractual obligations exist, put a reference to the contract)	
Office Telephone	+44 4556 445545
FAX	+44 4556 445546
Mobile	+44 4556 445547
Home Telephone	
E-mail	expert@itvalue.co.uk

People / Suppliers Identification Card	
Card Creation/Update Date	18/12/2009
Name	Financial control software supplier
Organization and address (if not a company employee)	FCSS LTD
Department	-
Title (Role)	-
Key BCM Responsibilities (If contractual obligations exist, put a reference to the contract)	Financial control software. Onsite support contract in two business days and phone support during business hours.
Office Telephone	+44 (0) 2345 2345678
FAX	+44 (0) 2345 2345679
Mobile	+44 (0) 2345 2345670
Home Telephone	
E-mail	support@fcss.foo

People / Suppliers Identification Card	
Card Creation/Update Date	18/12/2009
Name	John Stuart
Organization and address (if not a company employee)	Medical-Equipment-diagnosis-software1 Supplier
Department	-
Title (Role)	-
Key BCM Responsibilities (If contractual obligations exist, put a reference to the contract)	Provide software updates and business hours phone support
Office Telephone	+44 (0) 2345 2345678
FAX	+44 (0) 2345 2345679
Mobile	+44 (0) 2345 2345670
Home Telephone	
E-mail	john@meds1.foe

People / Suppliers Identification Card	
Card Creation/Update Date	18/12/2009
Name	ISP Customer Support
Organization and address (if not a company employee)	Internet service provider
Department	-
Title (Role)	-
Key BCM Responsibilities (If contractual obligations exist, put a reference to the contract)	Standard ADSL service for business
Office Telephone	+44 (0) 2345 2345678
FAX	+44 (0) 2345 2345679
Mobile	
Home Telephone	
E-mail	support@isp.foe

Facilities

Facilities Identification Card	
Card Creation/Update Date	18/12/2009
Asset Category	Facilities
Asset Name	Company Offices
Asset Description	The operating location of the company. Includes offices, IT and warehouse
Asset Owner	Warehouse Man
Asset Location	12, Lisle st., Newcastle, UK
Asset Maintainer	Warehouse Man
Aggregated Recovery Priority	High
Supported Business Func#1	Expedited Service Contract Fulfilment
Supported Business Func#2	Finance
Supported Business Func#3	Customer Relationship Management
Supported Business Func#4	
Supported Business Func#5	