

# 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>  | Chief Information Officer                           |
| <b>Responsible Officer</b>  | Chief Information Officer                           |
| <b>Policy Type</b>          | University Procedure                                |
| <b>Policy Suite</b>         | <a href="#">Business Continuity Policy</a>          |
| <b>Approved Date</b>        | 20/10/2017  |
| <b>Effective Date</b>       | 20/10/2017  |
| <b>Review Date</b>          | 17/10/2028  |
| <b>Relevant Legislation</b> |   |
| <b>Policy Exceptions</b>    | <a href="#">Policy Exceptions Register</a>          |
| <b>Related Policies</b>     | <a href="#">Administrative Access Scheme Policy</a> |

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|  | <p>Contract Management Policy (under development)</p> <p><a href="#">Enterprise Architecture Policy</a></p> <p><a href="#">Enterprise Risk Management Policy</a></p> <p><a href="#">ICT Information Management and Security Policy</a></p> <p><a href="#">Intellectual Property Policy</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><b>Related Procedures</b></p>                       | <p><a href="#">Administrative Access Scheme Procedure</a></p> <p><a href="#">Commercialisation of Intellectual Property 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="#">Intellectual Property Procedure</a></p> <p><a href="#">Records and Information Management Procedure</a></p> <p><a href="#">Right to Information Procedure</a></p>                  |
| <p><b>Related forms, publications and websites</b></p> | <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>  |
| <p><b>Definitions</b></p>                              | <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>  |

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|------------------|--|
|                  | <b>Definitions that relate to this schedule only</b> |
|                  |  |
| <b>Keywords</b>  |  |
| <b>Record No</b> | 15/363PL   |