

DISASTER RECOVERY PLANNING AND IMPLEMENTATION



**A Definitive Program
For The Protection
of Ongoing
Corporate Operations**

About Our President



Evan B. Schneider

Since 1991, Mr. Schneider has developed his extensive knowledge of logistics planning and the construction process to form a proactive management system that has supported and is currently supporting critical corporate relocation projects for major NYC firms.

Mr. Schneider's extensive project management experience is the result of eighteen years of in-depth training in the corporate facilities departments of Citicorp, First Boston and Salomon Brothers and a career as President of Project Control Group, Inc. Utilizing his financial management background to develop complex strategies for cost savings (value engineering) and budget control, Mr. Schneider combines his concrete project management field experience with his earlier training to effect a proactive approach to supporting client relocations and operations management.

In 1991, he established Project Control Group, Inc. as a tenant and developer project management support firm that manages all phases of the planning, design and construction process and delivers any project on schedule and within budget. Since the firm's inception, corporations across the United States and Canada have retained Mr. Schneider and his team to provide critical programming support, project coordination and financial management.



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Strategic Partnership Disciplines

The Disaster Recovery Team is comprised of industry professionals who contribute to the overall planning, monitoring and execution process. These areas include:

Strategic Planning

Electronic Data Storage

Architect

Engineer

Technology/Telecommunications

Security

Construction Management

Furniture

Real Estate Broker and Legal Counsel

➤ Your Goals - Our Mission

Every firm, regardless of size, must develop a business interruption/disaster recovery plan as a protective measure to address conditions experienced when significant damage prevents short or long term access to the facility. In cases where a business location is severely damaged through internal building flooding, fire or power disruption, or where terrorism may prevent access to an office for an extended period of time or even permanently, firms should be prepared to implement alternative plans to restore and continue businesses operations.

Project Control Group, Inc. offers clients a fee-based yearly service that manages real-time information including establishment of a core emergency recovery management team identification and current locations of all critical staff, systems and equipment necessary to maintain ongoing operations, the development of an off-site relocation strategy and a web-based centralized access to all critical corporate databases. The service includes two yearly 'maintenance' checks to update staff, plans and strategies.

Our strategic partners in this initiative are industry professionals who have the capacity to analyze current leases and insurance policies, document and maintain current architectural/engineering plans and technology/security infrastructure for reconstruction and provide an emergency response team to support firms in crisis with a single phone call. Emergency preparedness is a key goal of every large corporation. However, often small corporations do not have the staff to plan this proactive approach. Project Control Group, Inc. and its partners bring this experience to every firm that wants to protect its assets and business continuity.

➤ The PCG Advantage

Project Control Group, Inc. is a collaboration of client-oriented professionals providing project management support and operations planning to corporations undergoing all levels of facilities migrations.

Since its inception in 1991, Project Control Group, Inc. has managed construction and relocation projects for financial institutions, law firms, insurance firms, non-profit firms, advertising firms, cosmetics firms, automotive industry firms and governmental agencies. Our clients span a broad spectrum of environments and capital improvements.

Utilizing our distinct historical knowledge of corporate operations and collaborating with our strategic partners, we are equipped to support our clients in constructing their initial facilities, maintaining their growth and identifying those critical elements that must be evaluated, tracked and protected through our disaster recovery initiative. Once these elements are identified, quantified and prioritized, a solution-oriented approach for business interruption and disaster recovery planning is presented for review and approval. Every client has specific needs. Every client is viewed from their unique perspective. Utilizing this approach allows our programs to be detailed to match individual corporate needs.

In addition to managing the emergency preparedness plan, Project Control Group will be positioned to assist individual clients in all interim expansion planning and facilities matters by utilizing the established database as a baseline for new projects.

➤ The Process

Certain specific tasks must be initialized and programmed in order to effect a successful disaster recovery strategy. Some of the critical items include:

- ✚ Establishment of internal disaster recovery management team
- ✚ Develop disaster recovery data input plan to match client needs
- ✚ Tour of existing facility. Prepare digital photography record of all areas.
- ✚ Establishment of current staff list and 24hr contact numbers
- ✚ Establishment of current equipment list and network configuration
- ✚ Obtain current floor plans and construction documents CAD files
- ✚ Review lease to determine Landlord and tenant responsibilities in disaster
- ✚ Review insurance policies to determine the extent of coverage in disaster
- ✚ Evaluate current off-site storage method for corporate records
- ✚ Discuss contingency planning training for all staff members
- ✚ Discuss current on-site physical security and data security

With the above information catalogued and data cross - referenced, the initial emergency preparedness plan emerges. Once completed, two update sessions are scheduled each year to review and include changes to the staff, the business groups and overall recovery plan logistics.
