

OPERATIONS MANUAL

Overview

The Operations Manual provides computer control personnel and computer operators with a detailed operational description of the information system and its associated environments, such as machine room operations and procedures.

1 GENERAL

1.1 Introduction and Purpose

Describe the introduction and purpose of the Operations Manual, the name of the system to which it applies, and the type of computer operation.

1.2 Project References

List, at a minimum, the User Manual, Maintenance Manual, and other pertinent documentation.

1.3 Glossary

List any definitions or terms unique to this document or computer operation and subject to interpretation by the user of this document.

2 SYSTEM OVERVIEW

2.1 System Application

Provide a brief description of the system, including its purpose and uses.

2.2 System Organization

Describe the operation of the system by the use of a chart depicting operations and Inter-relationships.

2.3 Software Inventory

List the software units, to include name, identification, and security considerations. Identify software necessary to resume operation of the system in case of emergency.

2.4 Information Inventory

Provide information about data files and databases that are produced or referenced by the system.

2.4.1 Resource Inventory

List all permanent files and databases that are referenced, created, or updated by the system.

Information Technology Operations Manual Template

S Ashworth



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