



# Marriott Global Standard Operating Procedures (SOP)

March 5, 2016

**SOP Overview:** All identified business critical hotel systems are required to have a process for creating periodic data and system file backups. In the event of a major system failure or corruption of working data files, the backup must be available to deploy for system and/or data restoration.

SOP: BC01 – System Backup Procedures	
<b>Objective</b>	Business Continuity and Disaster Recovery
<b>Audience</b>	Global IT System Managers
<b>Discipline Expert</b>	IT Mid-Range Infrastructure Server Delivery Team
<b>SOP Approver</b>	Global Technology Council
<b>Review Cycle:</b>	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Every 2 Years <input type="checkbox"/> As needed
<b>Published:</b> May 19, 2009	<b>Effective Date:</b> May 19, 2009
<b>Last Revised:</b> March 24, 2016	<b>Last Reviewed:</b> March 24, 2016

Key Requirements & Related Standards
<p><b>Hardware:</b></p> <ul style="list-style-type: none"><li>• Backup media and hardware must be procured according to the Marriott standards.</li></ul>
<p><b>Software:</b></p> <ul style="list-style-type: none"><li>• The Marriott certified tape backup solution must be used and on a <a href="#">version currently supported by the vendor</a>.</li><li>• Backups to be configured and encrypted using standard, <a href="#">documented backup procedures</a>.</li><li>• The use of a Marriott approved cloud backup solution can be an alternative backup method. This option may be more costly (i.e. additional bandwidth) and may not be available in all areas.</li></ul>
<p><b>Backup Process:</b></p> <ul style="list-style-type: none"><li>• Backup job history (printed or electronic format) will be maintained for a minimum 3 months.</li><li>• Ensure the overall backup plan is included in the property's <a href="#">Business Continuity Plan (MIP-30)</a> and includes a description of the following:<ul style="list-style-type: none"><li>◦ Description of process used to create database backups and/or backup data specified by application vendor and the business stakeholders.</li><li>◦ Written instructions for completing business critical full system backup (when required).</li><li>◦ The backup schedule will be based on the type of data being backed-up and include both partial and full backups at appropriate and logical time intervals.</li><li>◦ Individual or position responsible for:<ul style="list-style-type: none"><li>• Configuring the backup</li><li>• Performing the backup</li><li>• Modifying the backup plan</li><li>• Application and/or data recovery.</li></ul></li></ul></li><li>• The IT Field Associate is responsible for the administration of the systems backup plan and ensuring the existence of an application and data backup plan.</li></ul>

# Marriott Standard Operating Procedures

**Jin-Ying Zhang**



## **Marriott Standard Operating Procedures:**

*The Literature of Possibility* Tom Butler-Bowden,2013-08-06 A digital collection of the wisdom of the greatest thinkers in history Six books in one package

**Great American Hoteliers** Stanley Turkel,2009 During the thirty years prior to the Civil War Americans built hotels larger and more ostentatious than any in the rest of the world These hotels were inextricably intertwined with American culture and customs but were accessible to average citizens As Jefferson Williamson wrote in *The American Hotel* Knopf 1930 hotels were perhaps the most distinctively American of all our institutions for they were nourished and brought to flower solely in American soil and borrowed practically nothing from abroad Development of hotels was stimulated by the confluence of travel tourism and transportation In 1869 the transcontinental railroad engendered hotels by Henry Flagler Fred Harvey George Pullman and Henry Plant The Lincoln Highway and the Interstate Highway System triggered hotel development by Carl Fisher Ellsworth Statler Kemmons Wilson and Howard Johnson The airplane stimulated Juan Trippe John Bowman Conrad Hilton Ernest Henderson A M Sonnabend and John Hammons My research into the lives of these great hoteliers reveals that none of them grew up in the hospitality business but became successful through their intense on the job experiences My investigation has uncovered remarkable and startling true stories about these pioneers some of whom are well known and others who are lost in the dustbin of history

*Management Eighth Edition Paperback, Custom Publication* Griffin, Terry, Miriam Griffin,2004-06 Hospitality Law ,1994 *Knowledge Management Strategies and Applications* Muhammad Mohiuddin,Norin Halilem,Ahasanul Kobir,Cao Yuliang,2017-11-21 Knowledge management KM has become an important business strategy in an era of accelerated globalization digitalization and servitization of products and services Maximizing the use of organizational resources becomes fundamental for continuous growth and prosperity Organizations of various kinds such as resource based organizations product based organizations as well as knowledge intensive service oriented organizations require specific policies and support services to improve the knowledge management in their respective organizations Knowledge Management Strategies and Applications focuses on the way organizations can create knowledge share existing or new knowledge and disseminate them among the stakeholders most importantly among the employees managers customers and suppliers The selected topics are drawn from several fields of studies and give a multidisciplinary outlook The book will be interesting not only for the researchers and students but also for the managers who want to improve knowledge sharing and innovation capabilities in their organizations

**Resort Real Estate and Timesharing** ,1986 **Federal Supplement** ,1988 **Intrapreneurial Excellence** ,1985 Human Resources Management in the Hospitality Industry Vincent H. Eade,2000 *Total Quality* James Robert Evans,2005 Shows how principles and methods have been put into effect in real organizations while also illustrating the relationship between total principles and theories studied in prior management courses

**Fortune** Henry R. Luce,2001-11 Supervision Charles R. Greer,Warren Richard Plunkett,2000 Introduces management functions and principles as they apply to the

supervisory level of management Principles and theories are explained with terms examples and situations that are understandable to beginners Learning features include objectives key terms margin notes summaries exercises a

**Production and Operations Management 00/01** P. K. Shukla,1999 This anthology provides access to carefully selected articles from such sources as Production and Inventory Management Journal Forbes Fortune National Productivity Review and Business Week The readings cover performance improvement quality human resources management for productivity forecasting and product design capacity location logistics and layout planning inventory and supply chain management and emerging trends *Insurance Conference Planner* ,1994 International Directory of Business Biographies: M-R Neil Schlager,2005 Examines the career paths business achievements leadership styles business strategies and industry impact of Fortune 500 and Global 500 corporate leaders as well as entrepreneurs and other notable businesspeople through in depth biographical narratives For business and trade audiences You Can't Lose If the Customer Wins Ronald A. Nykiel,1994-05 The author of Keeping Customers in Good Times and Bad spotlights 10 dynamic steps to service success Revealing exactly why firms must recognize the need for a balance between consumer expectations and product service fulfillment Nykiel presents case studies of American Express Delta Airlines and other successful service companies Will be a classic Malcolm S Forbes Jr Lodging Hospitality ,1983 **Encyclopedia of Management** ,2009 Covers numerous topics in management theories and applications such as aggregate planning benchmarking logistics diversification strategy non traditional work arrangements performance measurement productivity measures supply chain management and much more Sre The Reengineering Alternative William E. Schneider,1999-09-22 **The International Hospitality Business** Richard Kotas,1996 Features forty contributions from well known figures in the hospitality industry academics industrialists and researchers primarily from Europe and North America writing on contemporary issues affecting the industry

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