



# Marriott Global Standard Operating Procedures (SOP)

March 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

**Daniela Niemeyer**



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## **Table of Contents Marriott Standard Operating Procedures**

1. Understanding the eBook Marriott Standard Operating Procedures
  - The Rise of Digital Reading Marriott Standard Operating Procedures
  - Advantages of eBooks Over Traditional Books
2. Identifying Marriott Standard Operating Procedures
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Marriott Standard Operating Procedures
  - User-Friendly Interface
4. Exploring eBook Recommendations from Marriott Standard Operating Procedures
  - Personalized Recommendations
  - Marriott Standard Operating Procedures User Reviews and Ratings
  - Marriott Standard Operating Procedures and Bestseller Lists
5. Accessing Marriott Standard Operating Procedures Free and Paid eBooks
  - Marriott Standard Operating Procedures Public Domain eBooks
  - Marriott Standard Operating Procedures eBook Subscription Services
  - Marriott Standard Operating Procedures Budget-Friendly Options

6. Navigating Marriott Standard Operating Procedures eBook Formats
  - ePub, PDF, MOBI, and More
  - Marriott Standard Operating Procedures Compatibility with Devices
  - Marriott Standard Operating Procedures Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Marriott Standard Operating Procedures
  - Highlighting and Note-Taking Marriott Standard Operating Procedures
  - Interactive Elements Marriott Standard Operating Procedures
8. Staying Engaged with Marriott Standard Operating Procedures
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Marriott Standard Operating Procedures
9. Balancing eBooks and Physical Books Marriott Standard Operating Procedures
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Marriott Standard Operating Procedures
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Marriott Standard Operating Procedures
  - Setting Reading Goals Marriott Standard Operating Procedures
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Marriott Standard Operating Procedures
  - Fact-Checking eBook Content of Marriott Standard Operating Procedures
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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