



## Marriott Global Standard Operating Procedures (SOP)

Article No. 2022-0

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

Key Requirements & Related Standards
<u>Hardware:</u> <ul style="list-style-type: none"><li>Backup media and hardware must be procured according to the Marriott standards.</li></ul>
<u>Software:</u> <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>
<u>Backup Process:</u> <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

**John Nicholas**



## **Marriott Standard Operating Procedures:**

*Write Up the Corporate Ladder* Kevin Ryan, 2003 Annotation Ryan a freelance writer and consultant offers techniques and tips for writing effectively in any business situation and interviews successful business writers journalists and senior executives on their backgrounds methods and attitudes Annotation c 2003 Book News Inc Portland OR booknews.com

*Lean Production for Competitive Advantage* John Nicholas, 2015-10-08 The Lean concepts and principles described in this book have revolutionized manufacturing practice and business conduct in a manner similar to what Henry Ford's system did for mass manufacturing Lean production however involves much more than the adoption of methods and procedures it requires a change in management philosophy that emphasizes relationship building trust and responsibility being conferred to frontline workers and suppliers Based on three decades of teaching experience *Lean Production for a Competitive Advantage A Comprehensive Guide to Lean Methodologies and Management Practices* introduces the Lean philosophy and illustrates the effective application of Lean tools with real world case studies From fundamental concepts to integrated planning and control in pull production and the supply chain the text provides a complete introduction to Lean production Coverage includes small batch production setup reduction pull production preventive maintenance standard operations as well as synchronizing and scheduling lean operations Detailing the key principles and practices of Lean production the text also illustrates effective implementation techniques with case studies from a range of industries Includes questions and completed problems in each chapter Explains how to effectively partner with suppliers and employees to accomplish productivity goals Designed for students who have a basic foundation in production and operations management the text provides a thorough understanding of the fundamental principles of Lean It also offers practical know how for implementing a culture of continuous improvement on the shop floor or in the office creating a heightened sense of responsibility and pride in all stakeholders involved and enhancing productivity and efficiency to improve the bottom line Instructor's material available please contact orders [taylorandfrancis.com](http://taylorandfrancis.com) or call 1 800 634 7064 to request these materials [Handbook of Marketing Research Methodologies for Hospitality and Tourism](#) Ronald A. Nykiel, 2007 The final section explains market analysis planning and communications including preparing a research based business review and the effective presentation of research findings *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 *50 Success Classics Second Edition* Tom Butler-Bowdon,2010-12-07 What makes a person successful What makes them motivated prosperous a great leader Inside 50 Success Classics discover the all time classic books that have helped millions of people achieve success in their work their mission and their personal lives This brand new updated edition of Tom Butler Bowdon s guide to the texts that will help you find success in your professional and personal life Contains eight brand new chapters summarising recent classics such as Grit by Angela Duckworth and Outliers by Malcolm Gladwell Millions of us are drawn each year to find the one great book that will capture our imagination and inspire us to chart a course to personal and professional fulfillment 50 Success Classics is the first and only bite sized guide to the books that have helped legions of readers unleash their potential and discover the secrets of success Mapping the road to prosperity motivation leadership and life success 50 Success Classics summarizes each work s key ideas to make clear how these timeless insights and techniques can inform inspire and illuminate a path to authentic achievement Tom Butler Bowden presents this wide ranging selection of enduring works in the literary and the legendary pioneering thinkers philosophers and powerful leaders who have shown us how to Think and Grow Rich acquire The 7 Habits of Highly Effective People become The One Minute Manager solve the challenging puzzle of Who Moved My Cheese and discover The Art of Wordly Wisdom From the inspirational rags to riches stories of such entrepreneurs as Andrew Carnegie Warren Buffet and Sam Walton to the leadership lessons of Sir Ernest Shackleton Eleanor Roosevelt Abraham Lincoln and Nelson Mandela 50 Success Classics goes back to the basics to find the classic books on staying true to ourselves and fulfilling our potential Practical yet philosophical sensible yet stimulating the 50 all time classics span biography and business psychology and ancient philosophy exploring the rich and fertile ground of books that have helped millions of people achieve success in their work and personal lives **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

*Delivering Quality Service* Valarie A. Zeithaml,2010-05-11 Excellence in customer service is the hallmark of success in service industries and among manufacturers of products that require reliable service But what exactly is excellent service It is the ability to deliver what you promise say the authors but first you must determine what you can promise Building on seven years of research on service quality they construct a model that by balancing a customer s perceptions of the value of a particular service with the customer s need for that service provides brilliant theoretical insight into customer expectations and service delivery For example Florida Power Light has developed a sophisticated computer based lightening tracking

system to anticipate where weather related service interruptions might occur and strategically position crews at these locations to quicken recovery response time Offering a service that customers expect to be available at all times and that they will miss only when the lights go out FPL focuses its energies on matching customer perceptions with potential need Deluxe Corporation America s highly successful check printer regularly exceeds its customers expectations by shipping nearly 95% of all orders by the day after the orders were received Deluxe even put U S Postal Service stations inside its plants to speed up delivery time Customer expectations change over time To anticipate these changes Metropolitan Life Insurance Company regularly monitors the expectations and perceptions of their customers using focus group interviews and the authors 22 item generic SERVQUAL questionnaire which is customized by adding questions covering specific aspects of service they wish to track The authors groundbreaking model which tracks the five attributes of quality service reliability empathy assurance responsiveness and tangibles goes right to the heart of the tendency to overpromise By comparing customer perceptions with expectations the model provides marketing managers with a two part measure of perceived quality that for the first time enables them to segment a market into groups with different service expectations

**Combating Nuclear Proliferation** United States. Congress. House. Committee on Energy and Commerce.

Subcommittee on Oversight and Investigations,2008 *50 Success Classics* Tom Butler-Bowdon,2010-12-07 Discover the all time classic books that have helped millions of people achieve success in their work and personal lives **Lean Hospitals** Mark Graban,2011-03-23 Winner of a 2009 Shingo Research and Professional Publication Prize Drawing on his years of working with hospitals Mark Graban explains why and how Lean can be used to improve safety quality and efficiency in a healthcare setting After highlighting the benefits of Lean methods for patients employees physicians and the hospital itself he explains how Lean manufacturing staples such as Value Stream Mapping and process observation can help hospital personnel identify and eliminate waste in their own processes effectively preventing delays for patients reducing wasted motion for caregivers and improving the quality of care Additionally Graban describes how Standardized Work and error proofing can prevent common hospital errors and details root cause problem solving and daily improvement processes that can engage all personnel in systemic improvement A unique guide for healthcare professionals *Lean Hospitals* clearly elaborates the steps they can take to begin the proactive process of Lean implementation The book has an accompanying website with more information Mark Graban was quoted in a July 2010 New York Times article about lean hospitals Given the increase in candidates from the health services sector the Lean Certification and Oversight Appeals committee has approved *Lean Hospitals* by Mark Graban as recommended reading in pursuit of the Lean Bronze Certification exam Mark Graban speaks about his book on the CRC Press YouTube channel

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