Disaster Recovery Plan

Checklist

info@coinbv.nl
+31 (0)88 - 2646000

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1. Consider in advance the purpose of your Disaster Recovery Plan, and what falls inside - and outside -the scope of this plan.

2. Map out what IT systems and IT dependencies exist for the organisation.

3. Determine the Recovery Time Objective (RTO) for critical applications and the Recovery Point Objective (RPO) for critical data.

4. Examine the current backup schedule and whether this fits the RTO and RPO.

5. Make sure that the Disaster Recovery Plan focuses on those systems necessary to the continuation of critical processes. Otherwise, there's a chance the DR plan will prioritise non-critical matters.

6. Describe possible disruptions and the associated Disaster Recovery strategies: what action do you take for what IT system disruption.

7. Describe the Disaster Recovery procedures and map out:
   - What steps need to be taken?
   - What parties are involved and where do responsibilities lie?
   - How long does the step to be taken need?
   - What are the necessary components?

   Do this for each phase (response, restart and restore) and for each potential disruption separately. Use a clearly-understandable table for this (see example on page 4).

8. Create a contact list for all your Disaster Recovery contacts and make it part of y our disaster recovery plan.

9. Make sure the DR plan is short, clear and up to date.

10. Designate a document owner. He/she will keep track of revisions and updates of the DR plan, and will ensure that all parties involved have access to the latest version.

11. Test your Disaster Recovery Plan, or parts of it, regularly.

Sample table:

Step	Owner	Duration	Components