

Disaster Recovery Plan Template

Specific to IT systems recovery; deeper than the general Business Continuity Basics Checklist.

Systems Inventory

SYSTEM	CRITICALITY	RECOVERY TIME OBJECTIVE	RECOVERY POINT OBJECTIVE

RTO: how quickly the system needs to be back up. **RPO:** how much data loss is acceptable, measured in time.

For Each Critical System, Document

1. Where backups are stored, and how recent they are
2. Who is responsible for executing recovery
3. Step-by-step recovery process, or a link to where it's documented
4. Vendor support contact if recovery requires their involvement

Testing

- ☐ Recovery process actually tested, not just documented and assumed to work
- ☐ Test results documented, including how long recovery actually took
- ☐ Gaps found during testing get fixed, not just noted

Communication During An Outage

Who declares an official incident? How is the team notified? How are customers notified?

After Recovery

- ☐ Root cause identified
- ☐ Plan updated based on what was learned
- ☐ Timeline documented for future reference

This plan should cover your most critical systems first; a plan that tries to cover everything at once often ends up covering nothing well.