



MANAGED SERVICES

Disaster Recovery Planning Checklist

CREATING YOUR CHECKLIST

Developing a comprehensive disaster recovery plan is critical to minimize downtime and ensure business continuity in the case of disaster.

Yet the effort to create a disaster recovery plan of leads to more questions than answers. Many organizations don't know how to get started, and as a result, don't develop an effective disaster recovery plan – and subject their business to too much risk.

To help improve your preparation efforts, here are 13 points to consider as you plan your entire disaster recovery process.

Checklist	Current State	Ideal Future State
1 DEFINE THE SCOPE AND OBJECTIVES In this phase, you need to clearly outline the full scope of your disaster recovery plan, including systems, applications, data, and personnel. Additionally, you should set realistic objectives for recovery time objectives (RTO) and recovery point objectives (RPO) for critical systems, applications, and other infrastructure.		
2 CREATE A DISASTER RECOVERY TEAM Assemble a cross-functional team that includes representation from IT, department heads, senior management, and other important personnel. Define specific roles and responsibilities within the team. Be sure to name an official disaster recovery coordinator as well as a communications lead.		
3 CONDUCT RISK ASSESSMENT AND IMPACT ANALYSIS Identify potential risks and threats that could disrupt operations (e.g., natural disasters, power outages, hardware failure, or human error). Perform a business impact analysis (BIA) to understand the full consequences of any of these disruptions on critical processes and services.		

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4 CREATE AN OFFICIAL DATA INVENTORY AND PRIORITIZATION STRATEGY Create an inventory of all critical data, applications, and systems. Prioritize data and systems based on their importance to the business and their potential impact of downtime.		
5 DETERMINE RECOVERY STRATEGIES Decide on various recovery strategies for each critical system, including hot, warm, or cold standby, data replication, cloud-based recovery, etc. Determine the required infrastructure, resources, and technologies for each recovery strategy.		
6 DEVELOP DETAILED RECOVERY PLANS Create comprehensive recovery plans for each critical system, including step-by-step procedures for restoring data and services. Determine the required infrastructure, resources, and technologies for each recovery strategy.		
7 CONDUCT INFRASTRUCTURE AND RESOURCE PLANNING Develop additional plans for backup hardware, software, network resources, and power sources. Define and document procedures for provisioning resources quickly in case of a disaster.		

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8 DEFINE DATA BACKUP AND REPLICATION STRATEGIES Implement regular backups for critical data and systems and maximize offsite storage. Set up data replication for real-time or near-real-time data synchronization.		
9 TEST AND TRAIN Regularly test the disaster recovery plan using simulations and mock recovery exercises. Identify any gaps that may exist as well as areas for improvement and update the plan accordingly. Provide training to disaster recovery team members on their roles and responsibilities.		
10 DEVELOP A COMMUNICATIONS STRATEGY Develop a communication plan to inform employees, customers, partners, and other stakeholders about the disaster recovery process and status during a disaster. Specify communication channels, templates, and escalation procedures.		
11 PLAN FOR COMPLIANCE AND DOCUMENTATION Ensure that your disaster recovery plan complies with relevant regulations and industry standards. Keep the plan document up to date at all times and make sure it is readily accessible to authorized personnel or other users who may need it.		

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12 REVIEW CONSTANTLY, IMPROVE CONTINUOUSLY Make sure to regularly review and update the disaster recovery plan to reflect any changes in your organization's IT landscape or business objectives. Incorporate lessons learned from actual incidents and exercises.		
13 INCLUDE VENDORS AND OTHER THIRD PARTIES IN YOUR COORDINATION PLAN Collaborate with third-party vendors and service providers to align their disaster recovery capabilities with your plan. Review contracts and service-level agreements (SLAs) to make sure they support your disaster recovery objectives.		

PLAN NOW TO MAXIMIZE SUCCESS LATER

Remember that a successful disaster recovery plan requires ongoing commitment and investment to adapt to new technologies, threats, and organizational changes. You should consider it to be a living document that should be reviewed regularly and continuously updated to make it as comprehensive – and as effective – as possible.

If you have additional questions, please contact a DataBank Solutions Engineer to help you get started.