



Disaster Recovery Planning Checklist

Part 1: Plan Introduction

1. Mission and Objectives/Compliance
2. Disaster Recovery / Business Continuity Scope & Objectives
3. Authorization
4. Responsibilities
5. Key Plan Assumptions
6. Disaster Definition
7. Metrics
8. Keeping the Plan Updated
9. Business Impact Analysis
10. Scope
11. Objectives
12. Analyze Threats
13. Critical Time Frame
14. Application System Impact Statements
15. Information Reporting
16. Best Data Practices
17. Backup Strategy
18. Site Strategy
19. Data Capture and Backups
20. Backup and Backup Retention Policy
21. Communication Strategy and Policy
22. ENTERPRISE Data Center Systems
23. Departmental File Servers
24. Wireless Network File Servers
25. Data at Hosted Sites (including ISP's)
26. Branch Offices (Remote Offices & Retail Locations)
27. Desktop Workstations – Dedicated and Shared (In Office)
28. Desktop Workstations – Dedicated and Shared (Off site including at home users)
29. Laptops
30. PDA's and Smartphones
31. Recovery Strategy
32. Approach
33. Escalation Plans
34. Decision Points
35. Disaster Recovery Organization
36. Recovery Team Organization Chart
37. Disaster Recovery Team
38. Recovery Team Responsibilities
 - a. Recovery Management
 - b. Damage Assessment and Salvage Team

- c. Physical Security
- d. Administration
- e. Hardware Installation
- f. Systems, Applications and Network Software
- g. Communications
- h. Operations

Part 2: Disaster Recovery Emergency Procedures

1. General
2. Recovery Management
3. Damage Assessment and Salvage
4. Physical Security
5. Administration
6. Hardware Installation
7. Systems, Applications & Network Software
8. Communications
9. Operations
10. Plan Administration
11. Disaster Recovery Manager
12. Distribution of the Disaster Recovery Plan
13. Maintenance of the Business Impact Analysis
14. Training of the Disaster Recovery Team
15. Testing of the Disaster Recovery Plan
16. Evaluation of the Disaster Recovery Plan Tests
17. Maintenance of the Disaster Recovery Plan
18. Disaster Recovery- Business Continuity Plan Distribution
19. Disaster Recovery- Business Continuity Remote Location Contact Information
20. Disaster Recovery- Business Continuity Team Call List.
21. Disaster Recovery- Business Continuity Team Vendor Contacts
22. Disaster Recovery- Business Continuity Off-Site Inventory
23. Disaster Recovery- Business Continuity Personnel Location Form
24. Disaster Recovery- Business Continuity LAN Hardware/Software Inventory
25. People Interviewed
26. Preventative Measures
27. Application Systems Impact Statement
28. JOB Descriptions
 - a. Disaster Recovery Manager
 - b. Manager Disaster Recovery and Business Continuity
 - c. Pandemic Coordinator
29. Application Inventory and Business Impact Analysis Questionnaire
30. Key Customer Notification List
31. Resources Required for Business Continuity
32. Critical Resources to Be Retrieved
33. Business Continuity Off-Site Materials
34. Work Plan
35. Audit Disaster Recovery Plan Process
36. Vendor Disaster Recovery Planning Questionnaire

37. Departmental DRP and BCP Activation Workbook
38. Web Site Disaster Recovery Planning Form
39. General Distribution Information
40. Business Pandemic Planning Checklist
41. Disaster Recovery Contract Objectives
42. Incident Communication Plan
43. Social Networking Checklist
44. Safety Program Forms
45. Physical and Virtual Server Security Policy
46. Change History