



Disaster Recovery Planning Template for 2024

Template for Disaster Recovery Planning 2024

Details	Options (Common Answer)	Your Input
OBJECTIVES		
Recovery Point Objective (RPO)	Desired RPO for critical data and applications	
Data/Application Importance	Categorize based on importance	
Recovery Time Objective (RTO)	Maximum acceptable downtime for key services	
Service Priority	Priority order of services	
BACKUP STRATEGY		
3-2-1 Backup Rule	Implementation: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Execution Details		
Backup Schedules	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
Rationale for Frequency		
Types of Backups	<input type="checkbox"/> Full <input type="checkbox"/> Incremental <input type="checkbox"/> Differential	
Scenarios for Each Type	<input type="checkbox"/> Full: Monthly <input type="checkbox"/> Incremental: Daily <input type="checkbox"/> Differential: Changes since last full	
BACKUP ENVIRONMENT SETUP		
Network Configuration	Description of network setup	
Redundancies	<input type="checkbox"/> Dual ISP <input type="checkbox"/> Automatic Failover	
Compute Resources	<input type="checkbox"/> On-Prem Servers <input type="checkbox"/> Cloud resources <input type="checkbox"/> Hybrid	
Geographical Considerations	<input type="checkbox"/> Primary data center <input type="checkbox"/> Offsite <input type="checkbox"/> Cloud regions	
DR TEST PLAN		
Testing Frequency	<input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-annually <input type="checkbox"/> Annually	
Testing Scenarios	<input type="checkbox"/> Power failure <input type="checkbox"/> Cyber attack <input type="checkbox"/> Natural disaster <input type="checkbox"/> Human error	
Criteria for Scenario Selection	Example: Likelihood/Impact on operations	
BACKUP VERIFICATION PLAN		
Verification Process	<input type="checkbox"/> Hash Checks <input type="checkbox"/> Trial restores <input type="checkbox"/> Audit logs	
Verification Method	<input type="checkbox"/> Automated <input type="checkbox"/> Manual	
HIGH-LEVEL NETWORKING OVERVIEW		
Network Topology	Overview of network topology and integration with backup/DR systems	
Critical Dependencies	<input type="checkbox"/> Internet access <input type="checkbox"/> Power supply <input type="checkbox"/> Core switches <input type="checkbox"/> Others	

Need help with your disaster recovery planning?

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