

**Disaster Recovery Plan Check-list**

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## Disaster Recovery Plan Check-list

<b>Key Business Processes</b>	Identify and record key business processes and tasks	
<b>Key Personnel</b>	Identify and record roles, responsibilities	
<b>Key Data</b>	Identify and record key data, locations, how	
<b>Key Computer Applications</b>	Identify and record key computer applications	
	Identify and gather manuals, installation procedures & access information	
<b>Passwords</b>	Identify and record key passwords. Store securely off-site	
<b>Equipment &amp; Connectivity</b>	Identify and prepare contingency for PCs, printers, etc.	
	Identify and prepare contingency for servers, alternate server room, etc.	
	Identify and prepare contingency for telephones, cell-phones, etc.	
	Identify and prepare contingency for alternative data connectivity	
<b>Alternative Premises</b>	Identify and prepare contingency for temporary premises	
<b>Test the Disaster Recovery Plan</b>	At least once a year test the disaster recovery plan	
<b>Review the Disaster Recovery Plan</b>	Once a quarter review, update and document any lessons learned	
	Ensure personnel are trained in the Disaster Recovery Plan and that contractors are aware of changes	
<b>Disaster Recovery Plan</b>	Prepare an off-site disaster recovery box with the disaster recovery plan, passwords, backups, application discs, procedures, etc.	
<b>Communication Plan</b>	Prepare a communication plan. Identify who will be contacted and when. Notify Key Suppliers & Customers	
	Identify and record key personnel, contractors, suppliers, banks, insurance companies, etc.	









