Your **Checklist** for Planning **IT Backup** & **Disaster Recovery**

Who can benefit from this resource?

CTO, Operations Managers, IT Directors and Senior Technicians

☑ **Determine the scope of planning.** Is the intent of planning to protect just IT resources or business operations as well? Many additional factors are considered for business continuity planning.

☑ **Thoroughly document current state.** Document all assets and configurations as well as current emergency response capabilities. Documentation can be achieved with an assessment or gathering multiple inputs such as a network diagram, software applications and associated dependency, any current backup documentation or information. How are emergencies currently handled? What resources are currently involved in responding?

☑ **Identify and prioritize all risks.** Consider human mistakes, environmental disaster, hardware/ software failure, utility outages, intentional acts, etc.
Consider the impact of stand-alone risks and combined risk scenarios. With technology (hardware/ software) failure, consider multiple factors that contribute to the vulnerability of systems. Any knowledge of previous events should also be considered for all risks.

☑ **Agree upon expectations with business leadership.** What is the maximum outage acceptable for different assets? What is the financial impact of different types of outages? Will a decrease in system performance be acceptable for a limited period of time, during recovery? How much processing/ data can the business afford to lose? This largely depends upon the rate of change, how often files are updated and the dependence of the business on that data.

☑ **Assemble recommendations for leadership.** Summarize the current state, desired state and the options to implement a desired state. You may have an ideal state and acceptable state to present to leadership, due to financial considerations (budget constraints).

Alpha Technologies can assist you in all stages of business and IT planning. We offer expert advice and creative options to secure what matters, save you time, and budget wisely**.**