

IT Contingency Strategy Template

1. Document Information

Version	
Date	
Prepared By	
Reviewed By	
Approval	

2. Purpose

Describe the purpose and objectives of this IT Contingency Strategy.

3. Scope

Define the scope (systems, locations, departments, etc.) covered by this strategy.

4. Roles and Responsibilities

Role	Name/Contact	Responsibility
Contingency Manager		
IT Support Lead		
Communications		
Other		

5. Risk Assessment

Risk Description	Likelihood	Impact	Mitigation Strategy

6. Preventative Measures

List measures to prevent or reduce the likelihood of IT disruptions.

7. Contingency Procedures

7.1 Activation Criteria & Triggers

Define criteria for activating contingency procedures.

7.2 Notification & Communication Plan

List stakeholders and communication methods.

7.3 Recovery Steps

Step-by-step procedures for system recovery and restoration.

7.4 Alternative Operations

Describe alternative processes or workarounds during outage.

8. Resource Inventory

System/Application	Criticality	Dependencies	Backup Location

9. Testing & Training

Describe approach for testing the plan and regular training sessions.

10. Review & Maintenance

Detail schedule and process for reviewing and updating this strategy.