

IT Systems Disaster Recovery Plan Outline

1. Purpose and Scope

- Purpose of the plan
- Scope: systems, locations, and functions covered

2. Objectives

- Main objectives of the disaster recovery plan
- Key goals and outcomes

3. Roles and Responsibilities

- Disaster Recovery Team members
- Roles and responsibilities
- Contact information

4. Disaster Recovery Procedures

1. Incident identification and assessment
2. Notification and escalation protocol
3. Recovery strategies
4. Backup restoration steps
5. System and data recovery steps

5. Communication Plan

- Internal and external communication procedures
- Stakeholder notifications

6. Critical Systems and Priorities

- List of critical IT systems
- Recovery time objectives (RTO) and recovery point objectives (RPO)

7. Backup and Restoration

- Backup locations and processes
- Restoration procedures
- Test and verification steps

8. Alternative Work Locations

- Description of alternate sites
- Procedures for relocation

9. Plan Testing and Maintenance

- Testing methodologies
- Frequency of plan review and updates
- Continuous improvement process

10. Appendices

- Contact lists
- System inventory
- Sample forms and templates