

# Core IT System Restoration Plan Document

## 1. Document Control

Version: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

## 2. Purpose

This document outlines the process and procedures for restoring the Core IT System in the event of a disruption or disaster.

## 3. Scope

This restoration plan applies to all critical components, services, and associated infrastructure of the Core IT System.

## 4. Roles and Responsibilities

Role	Responsibility	Contact
IT Manager	Plan coordination, decision making	_____
System Administrator	System backup and restoration	_____
Network Engineer	Network connectivity restoration	_____

## 5. Restoration Procedures

1. Assess incident and activate restoration plan.
2. Notify all relevant stakeholders.
3. Identify impacted systems and dependencies.
4. Restore from backup according to backup schedule.
5. Validate and test restored systems.
6. Document issues and resolutions.
7. Notify stakeholders of restoration completion.

## 6. System Inventory

System/Component	Description	Backup Location
Database Server	Main production database	_____
Web Server	Hosts application portal	_____

## 7. Communication Plan

Stakeholders will be informed via email and phone based on escalation procedures.

## **8. Testing and Exercises**

Restoration plans shall be tested at least annually. Results and improvement actions will be documented.

## **9. Appendices**

- Contact List
- Backup Schedules
- Change Log