

Essential Disaster Recovery Checklist for IT Systems

1. Preparation & Planning

- â–ª Document and regularly update disaster recovery (DR) plan
- â–ª Define recovery objectives (RTO/RPO) for each system
- â–ª Assign DR responsibilities and contacts
- â–ª Identify and document critical IT assets and applications
- â–ª Maintain updated list of hardware and software inventory
- â–ª Ensure DR plan aligns with business continuity requirements

2. Backup Management

- â–ª Schedule regular backups for all critical systems and data
- â–ª Store backups at secure, off-site and/or cloud locations
- â–ª Encrypt backup data for security
- â–ª Test backup restoration process regularly
- â–ª Maintain documentation of backup procedures

3. Infrastructure & Systems

- â–ª Document system configuration and network diagrams
- â–ª Review uninterruptible power supply (UPS) and failover solutions
- â–ª Maintain critical spare hardware components
- â–ª Verify redundancy for network connectivity and storage
- â–ª List key suppliers and support contacts

4. Communication Plan

- â–ª Define communication channels for DR events
- â–ª Maintain up-to-date contact lists for internal teams and vendors
- â–ª Establish a process for status updates during a disaster

5. Testing & Training

- â–ª Schedule and conduct regular DR plan drills

â–|Update plan based on test findings and lessons learned

â–|Provide DR training for relevant staff

6. Post-Disaster Actions

â–|Assess system & data integrity after incident

â–|Document actions taken & recovery timeline

â–|Perform a root cause analysis

â–|Update DR plan as needed

This checklist is intended as a sample. Adapt and extend these items to fit the specific needs and infrastructure of your organization.