

Essential Disaster Recovery Checklist for IT Systems

1. Preparation & Planning

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

2. Backup Management

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

3. Infrastructure & Systems

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

4. Communication Plan

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

5. Testing & Training

- â–| 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.