

IT Disaster Recovery Strategy Planning Sheet

1. General Information

Organization Name

Enter organization name

Plan Owner

Enter name

Date Prepared

Plan Review Date

Document Version

Enter version

2. Purpose & Scope

Purpose

Describe the purpose of this DR plan

Scope

Describe the scope of the DR plan

3. Key Contacts

Name	Role	Email	Phone
<div>Name</div>	<div>Role</div>	<div>Email</div>	<div>Phone</div>
<div></div>	<div></div>	<div></div>	<div></div>

4. Critical IT Assets & Systems

Asset/System	Description	Owner	Location	RTO	RPO
<div>E.g., Database</div>	<div></div>	<div></div>	<div></div>	<div>hh:mm</div>	<div>hh:mm</div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

5. Disaster Scenarios & Impact

Potential Disaster Scenarios

List and describe possible disaster scenarios (e.g., flood, fire, cyberattack)

Impact Analysis

Describe the impact of disasters on business operations and IT services

6. Recovery Strategies

Strategy Overview

Describe overall recovery strategies

System/Asset	Recovery Procedure	Responsible Person
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

7. Communications Plan

Internal Communication Procedures

Describe how internal stakeholders will be notified

External Communication Procedures

Describe how external stakeholders, partners, or clients will be informed

8. Plan Testing & Maintenance

Testing Schedule

E.g., Quarterly, Annually

Last Test Date

Improvement Actions

Record needed improvements or follow-ups after test

9. Appendix

Additional Notes or Attachments

Add any supplementary information or reference documents