

# 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
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## 4. Critical IT Assets & Systems

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

## 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

## 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