IT Systems Continuity and Recovery Plan

1. Purpose

This document outlines the policies and procedures designed to ensure continuity and restoration of IT systems in the event of a disruption.

2. Scope

Applies to all critical IT systems, infrastructure, data, and personnel responsible for maintaining business operations.

3. Objectives

- Protect critical IT assets from disruption.
- Restore normal operations within acceptable timeframes.
- Minimize operational impact and data loss.

4. Team & Responsibilities

Role	Name	Contact	Responsibilities
IT Recovery Lead	[Name]	[Contact Info]	Directs recovery actions
System Admin	[Name]	[Contact Info]	Restores systems and applications
Communications Lead	[Name]	[Contact Info]	Informs stakeholders and staff

5. Critical Systems

System	Owner	RTO	Backup Location
ERP Platform	[Name]	4 hours	[Location]
Email Server	[Name]	2 hours	[Location]

6. Recovery Strategies

1. Assessment of the incident, impact, and affected systems.
2. Activation of the IT Recovery Team and notification of stakeholders.
3. Restoration from backups according to criticality and Recovery Time Objectives (RTOs).
4. Testing restored systems before resuming operations.

7. Backup Procedures

- Daily automated backups for critical systems.
- Offsite and cloud backup redundancy.
- Quarterly validation of backup integrity.

8. Communication Plan

- Notify internal stakeholders within 30 minutes of incident identification.
- Provide regular updates until restoration is complete.
- Escalate to executive management as necessary.

9. Plan Testing & Maintenance

- Annual tabletop and technical recovery exercises.
- Post-exercise review and continuous improvement.

10. Revision History

Date	Version	Changes	Author
[Date]	1.0	Initial draft	[Name]

[Date]	1.0	Initial draft	[Name]