

Minimalist Disaster Recovery Plan Structure for IT

1. Introduction

Brief outline of plan objectives and scope. Define critical IT services covered.

2. Roles & Responsibilities

- Disaster Recovery Lead
- IT Support Team
- Communications Contact

3. Risk Assessment & Impact Analysis

- Identify potential threats
- Assess impact on systems and operations
- Prioritize assets

4. Recovery Strategies

1. Data Backup & Restoration Process
2. System Recovery Procedures
3. Alternative Communication Methods

5. Disaster Recovery Procedures

1. Incident Detection & Reporting
2. Assessment & Activation of Plan
3. Restoration Steps
4. Testing & Verification

6. Plan Maintenance

- Schedule for reviews and updates
- Documentation version control

7. Contact Information

- Key Personnel
- Vendors & Partners