

Information Technology Recovery Plan Guide

1. Introduction

This document outlines the standard procedures and guidelines for recovering Information Technology (IT) assets and services in the event of an unexpected disruption.

2. Objectives

- Minimize downtime during IT incidents
- Ensure restoration of critical IT systems
- Protect data integrity and confidentiality
- Define roles and responsibilities during recovery

3. Scope

This plan covers recovery for IT systems, applications, networks, and data supporting core business operations.

4. Recovery Team

Role	Name	Contact	Responsibility
Plan Coordinator			Oversees plan execution
IT Lead			Manages technical recovery
Communications			Liaises with stakeholders

5. Critical System Inventory

System/Application	Owner	RTO (hrs)	RPO (hrs)
Example System		4	1

6. Recovery Strategies

1. Activate the recovery team upon incident identification.
2. Assess damage and determine affected systems.
3. Restore from most recent reliable backups.
4. Prioritize systems based on criticality.
5. Verify system integrity and test functionality before resuming operations.

7. Communication Plan

Notify stakeholders, management, and users as per the communications protocol. Provide status updates at regular intervals.

8. Plan Testing and Maintenance

- Test this plan at least annually.
- Update contact lists and procedures as required.
- Document lessons learned and integrate improvements.

9. Plan Approval

Name	Title	Date	Signature