

# 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

- Activate the recovery team upon incident identification.
- Assess damage and determine affected systems.
- Restore from most recent reliable backups.
- Prioritize systems based on criticality.
- 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