Asking the hard Disaster Recovery questions:
a worksheet to get you started

Regardless of their cause(s), your ability to minimize business disruptions depends on planning that's based on an understanding of all the risks posed to your business.

This planning begins with identifying your key stakeholders, your organization's business processes, and the most likely types of disruptions at your locations (recent studies indicate power failures, hardware failures, and network failures account for over 80% of IT-related disruptions).

1. **Which constituencies would be impacted by a disruption? Can you prioritize them?**

   1. _____
   2. _____
   3. _____
   4. _____
   5. _____

   CONSIDER:

   Employees
   Partners
   Clients
   Suppliers/Vendors
   Other _____

2. **Could the disruption affect your compliance with regulatory agencies?**

   ○ PCI DSS   ○ FDIC   ○ SEC
   ○ HIPAA   ○ Other _____   ○ Other _____

3. **What processes/functionalities are necessary for operation? Once identified, can you prioritize them?**

UTILITIES	APPLICATIONS	BUSINESS PROCESSES
Ex: electric	Ex: Outlook	Ex: automated reports
		Ex: scheduled file transfers

4. **How will you communicate with those affected by the disruption – employees, customers, suppliers, partners – when you don't have access to normal channels?**

   We plan to...

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5. Have you identified your recovery teams? Who are they?

TECHNICAL	EXECUTIVE/BUSINESS	OPERATIONS	COMMUNICATIONS
Ex: IT Manager	Ex: President	Ex: Regional Manager	Ex: Marketing Manager
Ex: System Administrator	Ex: Executive VP	Ex: COO	Ex: HR Manager

6. Employees have devices and/or services, like DaaS or notebooks, allowing them to work remotely.

◯ True   ◯ False

7. Have you already identified a secondary location where employees can resume work?   **YES / NO**
If so, what capabilities will you need to provide at that site?

◯ Office space   ◯ Local desktops/monitors   ◯ Handsets/phones
◯ Connectivity   ◯ Conference space   ◯ Other _____

8. Has your plan been documented?   **YES / NO**

Who is in charge of the document? _____

Where is it? Does everyone know where it's located? _____

9. My organization reviews its business continuity plan to account for business and IT changes.
Examples: staff changes, office add or relocation, application change or update, etc.

◯ True   ◯ False

10. Which of the following Disaster Recovery tests do you conduct?

How often? _____

◯   ◯   ◯   ◯

EMERGENCY RESPONSE	COMMUNICATIONS	TECHNICAL	SCENARIO/TABLETOP
Evacuations, fire drills, and other organizational emergency procedures	Examination of alert systems and information relation procedures	A targeted exercise examining defined technical procedures	Walkthrough of a specific and/or likely scenario, from disaster to recovery

Interested in learning more?

Are you seeing holes in your plan? We can help.
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