

# IT Disaster Recovery Plan Checklist

## ✓ **DRP Documentation and Planning :**

- ☐ Is there a documented and up-to-date IT Disaster Recovery Plan (DRP)?
- ☐ Are business impact analysis (BIA) and risk assessments conducted to identify critical systems and data?
- ☐ Are recovery time objectives (RTOs) and recovery point objectives (RPOs) defined for critical systems?
- ☐ Are roles and responsibilities clearly defined within the DRP team?
- ☐ Is there a communication plan for disaster events (internal and external)?
- ☐ Is the DRP regularly reviewed and updated (at least annually or after significant IT changes)?

## ✓ **Backup and Recovery Procedures :**

- ☐ Are backup procedures documented and regularly followed?
- ☐ Are backups performed for all critical systems and data?
- ☐ Are backups stored offsite or in a geographically separate location?
- ☐ Are backup retention policies defined and followed?
- ☐ Are backup recovery procedures documented and tested?
- ☐ Are backup and recovery systems monitored for failures and errors?

## ✓ **Disaster Recovery Site/Environment :**

- ☐ Is there a designated disaster recovery site or environment (cold, warm, or hot site)?
- ☐ Is the DR site adequately equipped to support critical IT operations?
- ☐ Are necessary hardware, software, and network infrastructure replicated or available at the DR site?
- ☐ Are procedures for failover and failback to the DR site documented and tested?

## ✓ **DRP Testing and Exercises :**

- ☐ Is the DRP tested regularly (at least annually)?
- ☐ Are different types of DR tests conducted (e.g., tabletop exercises, simulations, full-scale drills)?
- ☐ Are test results documented and analyzed to identify areas for improvement?
- ☐ Are DRP procedures updated based on test findings?

## ✓ **Business Continuity Integration :**

- ☐ Is the IT DRP integrated with the overall Business Continuity Plan (BCP)?
- ☐ Are business recovery procedures coordinated with IT recovery procedures?
- ☐ Are key business stakeholders involved in DRP planning and testing?

You can find this checklist at

<https://www.cloudavize.com/it-disaster-recovery-plan-checklist>