Disaster Recovery Plan Checklist

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General disaster recovery plan checklist

	Planning Criteria	Yes	No	Comments
☐	Is there a clearly defined, documented and approved management process to manage a DR program?			
☐	Are any standards incorporated into the program?			
☐	Does the organization's program have a program management process?			
☐	Does the program comply with regulatory, legal and the corporate policies and principles?			
☐	Are qualified professionals involved in implementing the program?			
☐	Have accountability and responsibilities for program staff been clearly defined and documented?			
☐	Has competence (and crisis management) been demonstrated through exercises, tests or plan activations?			
☐	Is the program included in the annual budgeting process?			
☐	Do the program and associated plans focus on the organization's mission-critical activities?			
☐	Do the program suppliers (internal and/or outsourced providers) have up-to-date and tested plans?			
☐	Does the program use IT assets to monitor and report on status within the organization?			
☐	Are senior management roles in a disaster clearly defined, approved and documented?			
☐	Have team roles and responsibilities been clearly defined, approved and documented?			
☐	Has each role been assigned to a primary and alternate individual, both trained accordingly?			
☐	Does the plan contain instructions, procedures and/or guidelines on casualties and fatalities?			
☐	Does the plan contain instructions, procedures and/or guidelines on staff counseling and welfare, e.g., dealing with families, personal belongings, travel and possible relocation?			
☐	Does the plan task list link mandatory and discretionary tasks with the individuals assigned to them?			
☐	Does the plan have an auditable process for tracking and recording the completion of tasks after the plan has been activated, as well as any on-going tasks?			
☐	Does the plan have current (internal and external) contact lists?			
☐	Does the plan include a list of key service providers and suppliers?			
☐	Does the plan include a list of emergency responders, e.g., police, fire, EMT?			
☐	Does the plan provide a checklist for situation management and decision-making?			

Disaster recovery policy checklist

	Planning Criteria	Yes	No	Comments
☐	Is there a clearly defined, documented and approved DR policy?			
☐	Does the policy support corporate governance and satisfy legal and regulatory obligations?			
☐	Does the policy provide clearly defined, documented and approved guidelines and performance standards?			
☐	Does the policy require an audit process to evaluate capabilities and plans?			
☐	Does the policy require verification and validation of supplier capabilities (internal and external)?			
☐	Does the program have clearly defined, documented and approved key performance indicators (KPIs)?			
☐	Is the program monitored, reviewed and evaluated in terms of KPIs?			

Business impact analysis and risk assessment checklist

	Planning Criteria	Yes	No	Comments
☐	Does the organization have a clearly defined and documented business impact analysis (BIA) process?			
☐	Were current BIAs completed within the last 12 months?			
☐	Are the RTOs and RPOs for mission critical systems identified?			
☐	Are BIAs carried out as part of all project and change management activities?			
☐	Does the organization have a clearly defined and documented risk assessment process?			
☐	Were current risk assessments completed within the last 12 months?			
☐	Are the risks and vulnerabilities for mission critical systems identified?			
☐	Are risk assessments carried out as part of all project and change management activities?			

Disaster recovery strategy checklist

	Planning Criteria	Yes	No	Comments
☐	Is there a clearly defined, documented and approved overall strategy?			
☐	Is there a clearly defined, documented and approved process-level strategy?			
☐	Is there a clearly defined, documented and approved resource recovery strategy?			
☐	Are all strategies aligned with and support the organization's business?			
☐	Does the organization have a clearly defined, documented and approved framework?			
☐	Are roles, responsibilities and authorities identified within the organization?			
☐	Have both technical (e.g., IT, telecoms) and non-technical (e.g., people) issues been considered for strategies?			

	Planning Criteria	Yes	No	Comments
□	Is internal and external sourcing of products and services part of strategies?			
□	Is there a clearly defined, documented and approved framework?			
□	Does coordinate with other parts of the organization e.g., office locations, production sites?			
□	Are templates and sample plans available to support the process?			

General IT disaster recovery checklist

	Planning Criteria	Yes	No	Comments
□	Are there plans for all mission-critical IT systems, platforms, applications, data and networks?			
□	Do plans reflect the most current BIAs and risk assessments?			
□	Does the plan establish a clear response (invocation, resumption and recovery) that progresses from business disruption to resumption of normal business operations?			
□	Does the plan have clearly defined and current notification, invocation and escalation processes?			
□	Have notification, invocation and escalation processes been exercised in the past 12 months?			
□	Has a liaison for communications with emergency services and responders been assigned?			
□	Has a liaison for communications with the media been assigned?			
□	Does the define how to deal with the media and the public during a disaster?			
□	Has a liaison with government and regulatory agencies been assigned?			
□	Does the define how to interface with responders, utility companies and other infrastructure and public authorities?			
□	Does the plan establish a command center to coordinate response and recovery activities?			
□	Does the plan define how to set up alternate work areas in case of the loss of the primary work site?			
□	Does the plan define how to recover IT systems, hardware, applications, data and networks post-disaster?			
□	Does the plan define the process of re-establishing IT operations following a disaster?			
□	Does the plan define the process of re-establishing business processes following a disaster?			
□	Does the plan define how to recover IT-based links to employees, vendors, clients, and other stakeholders?			
□	Does the plan define primary and alternate suppliers of IT components?			
□	Does the plan define how to recover electrical power and utilities to IT operations following a disaster?			

Disaster recovery program considerations

	Planning Criteria	Yes	No	Comments
□	Does the program/ plan include awareness, training and cultural development activities?			
□	Is there a formal awareness program for all and existing managers and staff?			
□	Do senior managers clearly support the program and its policies?			
□	Are roles, accountabilities, responsibilities and authorities clearly defined and documented within job descriptions at all levels of the organization?			
□	Is part of the organization's reward and recognition system?			
□	Is integrated with the organization's performance management and appraisal system?			
□	Is an integral part of the corporate change management process?			
□	Is an integral part of the corporate project management process?			
□	Is there a clearly defined, documented and approved DR exercise policy/program?			
□	Does the exercise program support various exercise techniques?			
□	Are desktop walkthrough exercises conducted, at least annually?			
□	Are other live exercises, involving the shutdown of systems, conducted at least annually?			
□	Are exercises developed using qualified practitioners to execute them?			
□	Are there clearly defined, documented and approved exercise guidelines?			
□	Are there clearly defined, documented and approved post-exercise evaluation and reporting processes?			
□	Are plans updated based on exercise results?			
□	Is there a clearly defined, documented and approved maintenance program?			
□	Does the maintenance program address all IT disaster recovery activities?			
□	Does the maintenance program address all IT suppliers, e.g., service-level agreements?			
□	Are non-compliant maintenance issues escalated to ensure they are made compliant?			
□	Does the maintenance process provide a clearly defined, documented and approved process for ensuring that all changes to strategy and/or plans are reflected in exercising, training and awareness programs?			
□	Are plans audited at least annually, if not more frequently?			
□	Is there a clearly defined, documented and approved audit cycle and program?			
□	If external auditors are needed, doe the plan provide a list			

	Planning Criteria	Yes	No	Comments
	of qualified auditors?			
□	Is an audit report produced after each audit?			
□	Is there a process for continuous improvement of the overall program?			