

Is Your Business Ready to Recover from a Disaster?

IT Backup and Recovery Checklist

A well-prepared disaster recovery and backup plan can be the difference between business continuity and costly downtime. Ensure your organization is ready to respond swiftly and effectively when disaster strikes.

1. Backup Solution

- ✓ Implement automated daily backups for all critical data (both cloud and on-prem).
- ✓ Ensure backups are encrypted to protect sensitive information.
- ✓ Store backups in multiple locations (offsite/cloud) to safeguard against localized disasters.
- ✓ Perform incremental backups regularly to reduce storage requirements and improve efficiency.
- ✓ Set retention policies for backups to ensure old or unnecessary data is securely deleted.
- ✓ Monitor backup systems for failures and alert administrators immediately.

2. Backup Testing

- ✓ Test backups monthly to ensure data integrity and the ability to restore it.
- ✓ Perform test restores for critical systems and files to verify recovery processes.
- ✓ Run restore simulations from different locations (cloud and on-prem) to ensure versatility.
- ✓ Document and track the results of backup tests to identify issues and areas for improvement.
- ✓ Schedule annual full-scale disaster recovery drills involving backups to ensure readiness.
- ✓ Review and update backup testing protocols regularly to keep up with new technologies.

3. Disaster Recovery Plan

- ✓ Review and update disaster recovery plan annually to reflect changes in business operations.
- ✓ Define and document roles and responsibilities for each employee during a recovery scenario.
- ✓ Create a clear communication plan to notify stakeholders during a disaster or recovery event.
- ✓ Ensure all recovery procedures are easily accessible to key personnel, both digitally and physically.
- ✓ Regularly review and test the recovery plan with key personnel to identify gaps and ensure readiness.
- ✓ Update the plan to reflect any changes in IT infrastructure, third-party vendors, or cloud services.

4. Critical Systems

- ✓ Identify all critical systems and applications, and prioritize them for recovery based on business impact.
- ✓ Regularly update a list of key personnel and their contact information for faster communication during recovery.
- ✓ Implement system monitoring to detect issues that might affect critical systems and trigger early alerts.
- ✓ Create detailed recovery procedures for each critical system and regularly test them.
- ✓ Establish clear SLAs for the recovery of each critical system to ensure minimal downtime.
- ✓ Keep a list of required resources (software, hardware, personnel) for each critical system's recovery.

5. RTO and RPO

- ✓ Define the Recovery Time Objective (RTO) and Recovery Point Objective (RPO) for all key systems.
- ✓ Regularly assess if RTO and RPO requirements are being met, and adjust them based on business priorities.
- ✓ Create separate RTO and RPO thresholds for different types of systems (e.g., production vs. non-production).
- ✓ Monitor system performance and resource usage to ensure RTO and RPO targets are achievable.
- ✓ Adjust backup frequency and recovery procedures based on changes in business operations or technology.
- ✓ Document and communicate RTO and RPO goals to all employees to align expectations.

6. Offboarding in Disaster Recovery

- ✓ Ensure all employees understand the protocol for disaster recovery, including their roles and responsibilities.
- ✓ Maintain a clear process for offboarding employees during a disaster, including securing company assets and access.
- ✓ Provide temporary access controls and data backup for departing employees to avoid data loss during recovery.
- ✓ Regularly review offboarding procedures to ensure they align with disaster recovery objectives.
- ✓ Document employee offboarding procedures, and make sure they are accessible to HR and IT teams.

By implementing a robust disaster recovery and backup plan, you can minimize disruptions and ensure your business is always prepared for the unexpected. Reach out today!