

# Disaster Recovery Program

## Checklist

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

### Strategy

___/5	S1. Complete System List <i>(signed-off BIA, services, components)</i>	_____
___/5	S2. Tiered Services <i>(tier definitions / SLAs, criticality factors)</i>	_____
___/10	S3. Recovery Strategy <i>(interconnections, tech. alternatives, costs, speed of recovery)</i>	_____
___/5	S4. Site Selection <i>(threats, evaluation factors)</i>	_____
___/5	S5. Approvals <i>(budget, people allocation, pgm. def'n)</i>	_____
___/30	<b>Sub-total Strategy</b>	_____

### Implementation

___/5	I1. Services Arrangements <i>(recovery site, recovery services)</i>	_____
___/5	I2. Communications <i>(primary - recovery site, remote access )</i>	_____
___/10	I3. Technology <i>(recovery equipment, config. &amp; test)</i>	_____
___/5	I4. As Built Documentation <i>(settings / configuration, steps)</i>	_____
___/5	I5. Documented Plan <i>(stages, activities, roles, references)</i>	_____
___/5	I6. Organization <i>(governance, steering, DRC, recovery team, support)</i>	_____
___/5	I7. Technical Test <i>(by appl'n / infrastructure component)</i>	_____
___/40	<b>Sub-total Implementation</b>	_____

### Maintenance

___/5	M1. Failover & Fallback Tests <i>(lessons learned, performance)</i>	_____
___/5	M2. Accessible Plan <i>(distribution, electronic access)</i>	_____
___/5	M3. Live Test <i>(user involvement)</i>	_____
___/5	M4. Current As Built Documentation <i>(reflects changes)</i>	_____
___/5	M5. Maintained Plan <i>(updates, people information)</i>	_____
___/5	M6. On-going Program <i>(integrated change processes, verification, funding)</i>	_____
___/30	<b>Sub-total Maintenance</b>	_____

\_\_\_/100 **Total Score** (<50 – “still building”; 50-69 – “work-in-progress”; 70-89 – “good”; 90+ – “mature”)