

Disaster Recovery Plan Checklist

****Assess Risks****

Identify potential disasters (natural, cyber, technical failures).

****Define Critical Systems****

List essential business functions and systems.

****Set Recovery Objectives****

Establish Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO).

****Create a Communication Plan****

Define a communication strategy for staff and stakeholders.

****Assign Roles****

Designate a disaster recovery team and their responsibilities.

****Data Backup Strategy****

Ensure regular backups and secure offsite storage.

****Test the Plan****

Regularly test and update the plan to ensure effectiveness.