

Building a Comprehensive Disaster Recovery Plan > List of Tools

- 1.1 Identifying the Scope of the Project
- 1.2 Project Goal Statement
- 1.3 Identifying Impacted Areas
- 1.4 Business Unit Listing
- 1.5 Stakeholder Analysis Tool
- 1.6 Letter to Key Stake- Holders
- 1.7 Kick-off Meeting Agenda
- 1.8 Timeline Tool
- 1.9 Project Definition Statement

- 2.1 Physical Security Checklists
- 2.2 Data Access Audit
- 2.3 Exceptions Found to Policies Found During Data Access Audit
- 2.4 Critical Services
- 2.5 Critical Service Provider
- 2.6 Password Management Review
- 2.7 Data Backup Practices
- 2.8 Documentation Review
- 2.9 Operational Analysis Report (preview)

- 3.1 Penetration Services Agreement
- 3.2 Penetration Testing and Network Assessment Checklist
- 3.3 Technical Risk Analysis Report
- 3.4 Potential Risk Checklists
- 3.5 Business Impact Analysis
- 3.6 Business Impact Analysis: Report Template
- 3.7 Business Impact Analysis: Sample Report

- 4.1 Detailed Network Diagram
- 4.2 Passwords
- 4.3 IP Addresses and Routing Information
- 4.4 Printers and Fax Machines
- 4.5 Key Personnel
- 4.6 Vendors
- 4.7 Software
- 4.8 Phone/Fax/ISDN & DSL Lines
- 4.9 Procedures
- 4.10 Remote Locations
- 4.11 Hardware

- 5.1 Prioritization According To Business Impact
- 5.2 Specific Components of Recovery
- 5.3 Recovery Prioritization Meeting

- 6.1 Hardware Recovery Team
- 6.2 Data Recovery Team
- 6.3 Network Recovery Team
- 6.4 External Services Recovery Team
- 6.5 Engineering Recovery Team
- 6.6 Human Resources Team

- 6.7 Finance Team
- 6.8 Media Relations Team
- 6.9 Management Team
- 6.10 Recovery Control Meeting
- 6.11 Call Tree
- 6.12 Organizational Contact Lists

- 7.1 Disaster Recovery Plan
- 7.2 Defining Test Plans
- 7.3 DRP Test Documentation Sheet

- 8.1 DRP Publication Signoff
- 8.2 DRP Communications Plan
- 8.3 Disaster Recovery Plan: Maintenance Checklist

Other Tools and Resources Included:

- Methodology Overview spreadsheet
- Essential Tools for Survival powerpoint
- Password Policy template
- User Expiry Policy template
- Internet Usage Policy template
- Limited Personal Use Policy template
- Remote Access Agreement sample
- Backup Policy template
- Server Backup Policy template