Backup and restore planning checklist

Record the evidence, name an owner and agree the next action.

Organisation: _____ Owner: _____

System / workflow: _____ Review date: _____

- [ ] Identify critical applications, data and dependencies.
- [ ] Have the business approve recovery time and data-loss objectives.
- [ ] List backup locations, schedules and accountable owners.
- [ ] Separate recovery credentials and access from normal operations.
- [ ] Check protection and retention of backup copies.
- [ ] Document application configuration and required dependencies.
- [ ] Choose an isolated, authorised restore-test environment.
- [ ] Measure actual restore time and verify usable records.
- [ ] Record gaps, decisions, owners and next test date.
- [ ] Repeat tests after material system or recovery changes.

Evidence / decisions / next actions

Read the guide and check the references before using this worksheet:
dyaustechnoservices.com/backup-recovery-planning-guide/