

**- DEPARTMENT NAME-**

**Disaster Recovery Plan**

**Team Leader:**

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## DOCUMENT OVERVIEW

This document, although initially developed during the IT development lifecycle process, is a living document that will continue to be developed and maintained while the application or system continues to exist.

This document will be the Recovery Plan that will be used during testing and at time of an incident.

All information entered into this document should be task oriented and detailed enough so that a Technical Generalist can execute the tasks. By Technical Generalist, we mean someone who has a general understanding of the technology, including the operating system and database, but may not be familiar with the application.

Please provide as much detail as possible, including screen shots if necessary. Also provide attachments when the information is too large to duplicate.

All questions should be answered. If a question does not apply, please enter "N/A"

If additional information exists, which may be required to recover this application, please add into the appropriate section. Additional questions and sections may be added as needed.

**STAGE 1: APPLICATION DESCRIPTION**

Please provide a high level description of the application or system being implemented.

**1. TIER LEVEL**

This section describes the recovery service level agreement for this system.

	Recovery Tier	Description	Recovery Time	Recovery Point Objective	Definition
<input type="checkbox"/>	Tier I	Mission critical	< 12 Hours	< 24 Hours	★ Systems whose loss prevents business operations
<input type="checkbox"/>	Tier II	Business Critical	13 to 36 Hours	< 24 Hours	★ Systems whose loss severely impacts most business operations ★ Business Unit (BU) systems whose loss prevents a specific BU from operating
<input type="checkbox"/>	Tier III	Critical	37 to 72 Hours	< 24 Hours	★ Corporate-wide systems whose loss affects business operations, but does not stop business operations ★ BU systems whose loss severely impacts a specific BU from operating
<input type="checkbox"/>	Tier IV	Business Unit Significant	73 Hours to 1 week	24 Hours	★ Systems whose loss has minimal impact on operations ★ BU systems whose loss affects a specific BU's operations

	DR Solution	Description
<input type="checkbox"/>	Restore from disk replication solution.	SAN data replication recovery.
<input type="checkbox"/>	Restores from tape	Tape backup performed nightly and sent off site
<input type="checkbox"/>	Etc.	

## 2. ASSUMPTIONS FOR RECOVERY

This section lists assumptions associated with the recovery of this application/system.

1. Production Site Totally Destroyed – The starting point is the assumption that the production site has been destroyed. No hardware, “logs,” tapes, data, and manuals are recoverable and no application support personnel are available. There is absolutely no access to anything, or anyone, at the production site, or elsewhere.
2. Available Hardware - All required hardware is available at a hot site recovery location. It may not be identical, but compatible hardware that is available.

**STAGE 2: ENVIRONMENTAL RESTORATION REQUIREMENTS**

**1. Establish Alternate Site**

Identify Alternate Site availability for processing this application.

**2. Identify Vital Records**

A. Are/Will Backups be performed? If so, When?

B. Where is/will Backup Data be stored?

**3. Hardware Configurations**

A. Complete the following table used to identify each host name and the minimum required recovery hardware configuration.

Host Name(s)	
<b>Make/Model</b>	
<b>Total Disk Storage</b>	
Dedicated	
Shared	
Temp	
<b>Memory</b>	
<b>Network (LAN, Datakit)</b>	
<b>Tape Devices</b>	
<b>CD-ROM Devices</b>	
<b>Console</b>	
<b>Other (Modems, MUX, etc.)</b>	

B. Identify any non-standard hardware

**4. Environment**

4.1 Network

A. Identify files to be modified with new IP address.

B. Network Connectivity

System Acronym/ Full Name					
Host Name	Data Center	Location	IP	IP GW	OS

4.2 Special Information

- A. Is there any optional software required for the system to function? If so, list.
- B. Are there any non-standard utilities that are not part of the Operating System or standard library? Identify them.
- C. List non-standard libraries.
- D. Identify Middleware.

4.3 Server Relationships

List all server names and identify the function (purpose) of the server.

Server Name	Function



## 5. Operating System Installation

5.1 Identify the following components required for installation of the Operating System

- A. Operating System and version:
- B. Operating System applications:
- C. Drivers:
- D. Patches:
- E. Tools (may be recovered rather than reinstalled):

5.2 Installation of Operating System and All Components (List detail process)

## 6. Operating System Configuration

- 6.1 Configure the Network
- 6.2 Prepare OS Requirements
- 6.3 Identify Kernel Parameters and Configure
- 6.4 Configure the Drivers (This step may be done during installation.)

## 7. Create File Systems

7.1 File Systems

Identify specific file system type (for example, VGFS, HFS, RAW)

## 8. Restore Database

8.1 Verify Database Requirements

- A. What kind of database is being restored? Identify database type and version(s). (For example, Oracle 8.1.6, Informix 7.34)
- B. List names of Databases/Instances used by the application.

8.2 Restore Files

- A. Are raw partitions or system files being used?
- B. What tool (for example, SQL Backtrack-Oracle, On Tape-Informix, or home grown) is used for the backup?

### 8.3 Bring up the Database Application

Provide steps for bringing up the database application.

## 9. Restore Application

### 9.1 Specific Application and Configuration Files

- A. The Application Team will identify the specific application files and/or configuration files that are not located in the application directory. This information, taken from the Application Team Questionnaire, will be pasted in this section.
- B. Ensure interface tool(s) required to access the database is/are installed.

### 9.2 Procedure to Restore the Application

### 9.3 Start the Application

## STAGE 3: TECHNOLOGY RESTORATION

### 1. Application Interfaces

#### 1.1. Identify Required Application Interfaces

A. List the applications that interface with this application:

B. Provide Detailed Interface Information:

#### 1.2. Other Application Information

Additional documentation such as process flow diagrams, network drawings, tables, etc. that would be helpful to the recovery of this application may be included here.

### 2. Recovery Procedures

#### 2.1. Initiate Recovery Procedures Required by the Application Team to Restore the Application

- a. Identify high-level activities required to ensure application is ready for processing after Operations has restored the Operating System, Database, and the Application from a backup tape.
- b. What steps will the Application team take in order to complete the high-level activities identified above?

### 3. Validate Connectivity Is Restored

#### 3.1. Establish Platform Connectivity

#### 3.2. Confirm Critical External Data Communications

#### 3.3. Confirm Workstation Connectivity

Verify LAN, WAN, and Mainframe connections with all users.

**STAGE 4: VALIDATION - DATA SYNC - BACKLOG PROCESSING**

**1. Verify Application Availability**

1.1 Follow these steps to ensure the application is available and ready for processing.

**2. Verify Availability of Application Interfaces**

2.1 Perform the following steps to ensure all applications referenced above are available and have connectivity to this application.

**3. Verify Data**

3.1 Follow these steps to ensure all required databases, directories, data, etc. have been restored.

**4. Verify All Data is Synchronized**

4.1 Follow these steps to ensure data across applications is synchronized to an identified point in time.

**5. Backlog Processing**

5.1 If there are backlogged transactions, begin/resume processing of these transactions using the following procedure.