Lab # 9 — Assessment Worksheet

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**Develop Disaster Recovery Back-up Procedures and Recovery Instructions**

***Overview***

The most important task for a business continuity and disaster recovery plan is to document all identified mission critical IT systems, applications, and data recovery procedures. Fast recovery times for IT systems and applications are achievable with efficient and accurate recovery instructions. This lab has the students apply the same concepts of disaster recovery back-up procedures and recovery instructions to their own data.

***Lab Assessment Questions & Answers***

1. **How does documented back-up and recovery procedures help achieve RTO?**

By documenting and implementing backup and recovery procedures, the process for recovery is much more efficient, helping with the time portion of RTO. By having effective backup and recovery procedures you should havethe necessary resources to restore systems from backups and a repeatable process that is known to succeed in achieving RTO.

1. **True or False. To achieve an RTO of 0, you need 100% redundant, hot-stand-by infrastructure (i.e., IT system, application, and data, etc.).**

True**.**

1. **What is most important when considering data back-up?**

Deciding what data is most important.

1. **What is most important when considering data recovery?**

When considering a recovery option, the quality of the recovery is paramount. It may be slow, but it’ll be worth it; it may be costly, but you don’t want to lose valuable information. The quality of the recovery should always be your top priority.

1. **What are the risks of using your external e-mail box as a back-up and data storage solution?**

The problems with using email is unforeseen downtime, limited space, hackers, and malicious code. Another problem is with smart phones and such being used now, if your mobile device gets infected it can freely access your email which is a huge liability.

1. **Identify the Total Amount of Time Required to Recover and Install the Lab #9 Assessment Worksheets on Your Student VM Hard Drive and open the file in Microsoft Word to verify integrity. {Insert your timed RTO using your computer clock – following your documented instructions and steps}.**

It took 5 minutes to recover my lab #9 assessment worksheets. The original RTO was 15 minutes, I made good time on my recovery.

1. **Did you achieve your RTO? What steps and procedures can you implement to help drive RTO even lower?**

Yes, you could compress the files to lower transmission time or store the files on external media.

1. **What are some recommendations for lowering the RTO for retrieval and access to the back-up data file?**

Options would be to increase the speed at which you can access the file, compress the file to make it easier and faster to transfer, or shortening the distance the backup file has to travel to reach a component (i.e. keep the backup file to the database close to the database server).

1. **If you drive RTO lower what must you do to streamline the procedure?**

Create more redundancy in order to keep up with the demand for time limitations of the RTO. If the RTO is lower than the system must be able to be restored more quickly.

1. **Why is documenting and testing critical to achieve a defined RTO?**

To know that and for those who proceed in that position, these test were completed and has been done before. A history will be formed and if ever a problem arises that has before, records will save time.

1. **Why is it a best practice for an organization to document its back-up and recovery steps for DR?**

Data backup is easy to do and can save you great amounts of time as well as ensure that your data is secure in the case of disaster. Data recovery is a very difficult, time consuming and expensive process, and it is not even assured that you will be able to recover your data from a system crash. Backup does not take much time, as it is easy to put your files onto another medium, and is not too expensive; depending upon what mediums you use to back-up your data. There are many different options for data backup, and you will have to choose the one that is best for you.

1. **What can you do to cut down on the recovery time for accessing, copying, and recovering your Lab #1 – Lab #8 individual worksheets to help achieve the RTO?**

Writing the answers in the book and writing them out would be helpful.

1. **What will encryption of a disk or data in storage do to the RTO definition when attempting to retrieve and recover clear-text data for production use?**

Encryption of a disk or data storage will be a slow process to the RTO definition because it will have to be unencrypt it to recover the clear-text data.

1. **How many total steps did your back-up and recovery procedures consist of for this Lab exercise? Are there any that can be combined or streamlined?**

7 steps.

1. **If the individual accessing the system for DR purposes was not familiar with the IT system and required system administrator login credentials, what additional step is required in the recovery phase?**

Accessing the secured data and documents that have information and steps to recover data is required.