Sample DR Scenario: Full data recovery using latest backup

# Team roles and responsibilities

|  |  |
| --- | --- |
| Role | Responsibilities |
| Commander |  |
| Communicator |  |
| Operator |  |
| Scribe |  |
| Validator |  |

# Key stakeholders

Recovery time objective (RTO) and recovery point objective (RPO) are typically service level agreement (SLA) times.

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **When to notify** | **Comments** |
| *Stakeholder A* |  |  |
| *Stakeholder B* |  |  |

# Preparation Steps

Preparation steps should be recorded but don’t need to form part of the drill proper.

|  |  |  |
| --- | --- | --- |
| **Step** | **Task** | **Comments** |
|
| 1 | Communicate start of DR drill to key stakeholders |  |
| 2 | Identify |  |

# Recovery Execution Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Task** | **Duration** | | **Comments** |
| Start | Stop |
| 1 | Communicate start of DR drill to key stakeholders |  |  |  |
| 2 | Identify latest DB and Moodle data directory backups |  |  |  |
| 3 | Retrieve DB and Moodle data directory backups |  |  |  |
| *4* | *Step A* |  |  |  |
| *5* | *Step B* |  |  |  |

# Lessons Learned

Capture all lessons learned here.