<Application>

Application Recovery Plan

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REVISION HISTORY

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# DOCUMENT APPROVALS

The following table identifies the resource(s) responsible for approving this document.

| Approver Name | Role on Project |
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# PLAN OVERVIEW

## 1 Plan Scope, Assumptions and Objectives

This application recovery plan (ARP) includes initial actions and procedures to respond to events that could impact critical business activities for the <Application> production systems. This plan is designed to support a “best efforts” recovery of <Application> by documenting the minimum hardware inventories and restore procedures that would need to be engaged following a disaster.

The following key assumptions were made in developing this plan:

* This document is intended to be a primer outlining major tasks and phases involved in recovering the key systems to an industry standard level of production capability.
* While a business impact analysis of the application has been conducted and recovery time objectives (RTOs) and recovery point objectives (RPOs) determined, no disaster recovery strategy was pre-provisioned to meet the stated RTOs and RPOs.
* RTOs and RPOs will not likely be met; this is a risk that has been accepted by the business owners
* This document will address an outage of <Application> only, without regard to whether that outage is as a result of a simple primary system failure or the loss or un-usability of the entire data center.
* This document assumes that the primary data center backup site will be intact and accessible via high-speed network at all times.
* The backup location has the foundation infrastructure requirements and interdependencies needed for the key systems to function, such as power, network capabilities, etc. Please see section 1.3, “Recovery Dependencies and Timelines” for more details.

### 1.1 Service Recovery Components

This plan is explicitly concerned with the recovery of the <Application> suite of services.

The specific components of <Application> are as follows:

* List primary infrastructure hardware requirements here

### 1.2 Recovery Goals Driven from RTO & RPO

The BIA determined that the following relative to <Application>

RTO: \_\_\_\_\_\_\_

RPO:\_\_\_\_\_\_\_\_\_

### 1.3 Recovery Dependencies and Timelines

<Application> is a core system and has relatively few dependencies. These have been identified as the following:

* Sufficient power and rack space for required backup servers
* Sufficient network connectivity for the backup servers with 3 redundant 10Gbit Ethernet connections
* A tape silo to perform nightly backups is a requirement for business as usual, but the budgetary process must conclude to determine if this capability must be in place during the build-out of the DR capability and then stand largely idle, or if the capability can be added on after a disaster.
* [… remaining dependencies to be filled in by the appropriate people …]

### 1.4 Technical Recovery Strategies

In case of a significant interruption of Application production operational capability at theprimarydata center, the recovery strategy is to:

* Recover the operational capability to run 100% of the normal workload on a DR system to be procured, installed and configured at the backup data center

## 2 Application Recovery Team

### 2.1 Team Composition

The Application Recovery Plan Manager will have overall responsibility for the successful execution of this plan. In case of the Application Recovery Plan Manager is not available, the Alternate Plan Manager will execute the recovery plan after receiving authorization from the Incident Response Team (IRT).

If the Plan Manager and the Alternate Plan Manager are not available, the IRT will appoint a Plan Manager to execute this plan.

[Also, you can include here the core team and other recovery team hierarchy. Please note that one individual may fill multiple roles, depending on the size of the organization.]

| **Team Member Name** | **Role(s)** | **Contact Information** |
| --- | --- | --- |
|  | Application Recovery Plan Manager |  |
|  | Alternate Plan Manager |  |
|  | Leadership Team Representative |  |
|  | Facilities Recovery Lead |  |
|  | Network Recovery Lead |  |
|  | Vendor Liaison – COMPANY |  |
|  | Designated Recovery Lead – Vendor |  |
|  | [and other roles as needed] |  |

### 2.2 Responsibilities

The following chart summarizes the roles and responsibilities for each major program activity as well as responsibilities for managing any event. The chart is based on the following legend:

R = Responsible: Individuals who are responsible to perform the task. The Responsible role can be shared across a task. The group owns the activity.

A = Accountable: The individual who is ultimately accountable. Only one Accountable role can be assigned a task. The group must approve the activity or the output of the activity.

C= Consulted: The individual to be consulted prior to a final decision or action being taken. The group has information or the capability necessary to complete the activity. Also, the group can provide insight on the activity. (Consultation is mandatory.)

I = Informed: The individual(s) who need to be informed after a decision or action is taken. The group must be notified of the results, but need not be consulted.

[Develop RACI table with the team responsibilities including core and other team members]

### 2.3 Invocation of the Plan (Decision Making)

A disaster declaration will constitute the activation of the alternate site, and disaster recovery team priorities have been established to initially focus on recovering critical systems that have pre-provisioned recovery strategies. Only after those systems have been fully recovered will attention be diverted to assisting “best efforts” recovery.

# DISASTER RECOVERY PLAN IMPLEMENTATON

## 3 Configuration

The following hardware, software, and storage configuration is required for this application to recover to its pre-disaster production capacity.

### 3.1 Hardware Configuration

| **Manufacturer** | **Model** | **Quantity** | **Description** | **Memory** | **Disk Space** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **OS** | **Components** | **Data** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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### 3.2 Software Configuration

| **Software** | **Description** | **Version** | **Quantity** | **Transferable License in Disaster?** | **Comments** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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### 3.3 Critical Storage Configuration

| **Normal Transactions/Day** | **Minimal Transactions/Day** | **Storage Space Required** | **Minimal Space Requirements** | **Mirrored Environment (Y/N)** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

### 3.4 Infrastructure Service Requirements

List those services provided by which <Application> depends to perform its critical processing.

| **Infrastructure Services** | **Requirements** |
| --- | --- |
|  |  |
|  |  |

### 3.5 Critical Network Dependencies

(include network diagrams as applicable)

## 4. Contingency Processing Arrangements

List here any contingency processing arrangements (i.e. workarounds) for this application so that business can continue during the recovery.

## 5. Restoration

Once the plan has been implemented the business application will continue to process at a reduced output until all functions have been restored to normal capacity. This period is referred to as “Contingency Processing” or “Recovery Mode”.

### 5.1 Rebuild the Application

#### Recovery Procedures:

Step 1:

Step 2:…..