**Group Assignment**

**Topic: IT Disaster Recovery and Business Continuity Planning**

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**Introduction**

In today’s monetary field, which functions largely through information technologies, an inclusive IT Disaster Recovery and Business Continuity Plan is more than best practice—it is critical need. Since banking systems manage large volumes of data on customers, must execute transactions in real time, and handle various regulations, a single point of failure can disrupt operations badly. It can be a cyberattack, a simple hardware failure; even human error or natural disaster can lead to huge disruption in operations, loss of money, and damage to the reputation.

This report elaborates a structured project plan to develop and **implement IT Disaster Recovery and Business Continuity Planning for a banking environment**. The plan is to ensure the bank maintain or be able to resume critical operations within a short period in the face of unforeseen disruptions. It shall focus on potential risks to be identified, and the related response and recovery procedures to be defined, plus technologies and protocols supporting system resilience and continuity to be implemented.

The report has major components:

* A wide scope statement that spells out the project’s objectives, deliverables, boundaries, assumptions, and constraints.
* A Gantt chart showing the timeline and milestones of the project activities and tasks with interdependencies.
* A risk and issues management strategy detailing how to identify, assess, and mitigate risks likely to affect either success on this project or operational continuity for the bank.
* A change request management process that gives a clear structure for handling changes in project scope, resources, and timelines making sure that any modifications are noted assessed and approved in a systematic way.
* The use of a configuration management tool like GitHub to handle version control help teamwork among project members make sure transparency and traceability all through the project lifecycle.

Through the amalgamation of technical planning with governance and operational safeguards, the project seeks to enhance the bank’s capacity to manage shocks and recover in the event of IT-related disruptions. In doing so, it will also bring the bank in line with explicit regulatory expectations and industry standards on business continuity and disaster recovery, not to mention improve the bank’s resilience.

This project report acts as a plan of strategy for the stakeholders and project members, outlining a path to follow in the process of implementation while setting a structure for continuous assessment and enhancement.

Project Charter

Project Title: IT Disaster Recovery and Business Continuity Planning for a Banking System

Objectives:

To create and carry out an IT Disaster Recovery and Business Continuity Plan for a banking system that can be measured and follows the rules;

* Recovery Time Objective (RTO) <6 hours
* Recovery Point Objective (RPO) <1 hour
* Zero data loss during disruption
* Full service restoration within 12 hours after a major outage

Scope:

In Scope

* Business Impact Analysis (BIA)
* Risk assessment and mitigation planning
* Escalation paths and emergency communication protocols
* Design of DR/BC frameworks (including hot/cold site)
* DR drill simulation plan
* GitHub repository with version control

Out of Scope

* Real-time disaster simulation in production
* Hiring of new staff or consultants

Stakeholders and Roles:

Project Sponsor:

* Approves budget, timeline, and major deliverables
* Provides executive-level support
* Resolves scope or resource escalations

Project Manager:

* Oversees entire project execution and timeline
* Coordinates between team roles
* Ensures tasks are completed according to Gantt Chart and scope

Technical Lead:

* Designs disaster recovery architecture
* Leads cloud backup strategy, recover site setup
* Ensures RTO/RPO targets are technically feasible

Security Officer:

* Conducts risk assessments
* Ensures alignment with cybersecurity standards
* Handles incident response playbook design

Compliance Officer:

* Ensures all processes meet banking regulations
* Maintains documentation for audits
* Verifies backup policies follow legal and data sovereignty requirements

Assumptions

* All team members will contribute a minimum of 5 hours per week
* Sandbox environment is available of DR testing
* GitHub and Jira are approved tools by the sponsor
* No external consultancy will be used due to budget constraints

Constraints

* Must be completed within 3 months
* Total project budget is capped at $10,000
* Only 4 team members are allowed
* Must comply with financial sector regulatory policies

Timeline Overview

* Initiation and planning (1-2 week): Project Scope Document and Risk Register
* Requirement Analysis (BIA) (3-4 week): List of Critical System and Dependency Map
* Strategy Development (5-6 week): DR/BC Framework and Backup plan
* Gantt and Risk Management Plan (7-8 week): Gantt Chart, Risk Matrix and Mitigation Plans
* Testing and Validation (9-10 week): DR Drill Simulation Report and Incident Response Logs
* Finalization and Presentation (11-12 week): Final Report, GitHub Repo and Presentation Slides

Success Criteria

* Project deliverables submitted on time and match rubric standards
* GitHub repository includes version history and collaboration records
* Team collaboration evidenced through Jira board and logs
* DRBC framework validated through a successful mock drill

Gantt Chart

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tasks/Weeks | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 | 11-12 |
| Initiation and Planning |  |  |  |  |  |  |
| Requirement Analysis (BIA) |  |  |  |  |  |  |
| Strategy Development |  |  |  |  |  |  |
| Gantt and Risk Management Plan |  |  |  |  |  |  |
| Testing and Validation |  |  |  |  |  |  |
| Finalization and Presentation |  |  |  |  |  |  |