



Disaster Recovery Plan



Lesson Objectives

By the end of this lesson, students will:

- Define and explain the concept and importance of a Disaster Recovery Plan (DRP);
- Identify the key components of a DRP, including personnel, backup strategies, and recovery procedures;
- Develop a simple DRP using the templates provided;
- Analyze the impact of DRP on organizational resilience;
- Perform a practical activity by creating a DRP tailored to a small IT business scenario.



Introduction to DRP

- **A Disaster Recovery Plan (DRP)** is a structured document that outlines how to recover IT systems, infrastructure, and data after an unexpected disaster to minimize downtime and financial loss.



Goals of DRP

1. Minimize interruptions to normal operations.
2. Limit the extent of disruption and damage.
3. Minimize economic impact.
4. Establish alternative means of operations in advance.
5. Train personnel with emergency procedures.
6. Ensure rapid restoration of services.



Key Components of a Disaster Recovery Plan

- 1. Personnel Management:** Maintain a contact list of IT personnel and assign specific roles.

Example:

Name	Position	Address	Telephone
John Doe	DRP Lead	City, State	123-456-7890

- 2. Application Profile:** List critical applications, their frequency of use, and recovery priority.

Example:

Application Name	Critical (Y/N)	Backup Frequency	Comments
Payroll System	Yes	Daily	Runs at 2 PM every day.



Key Components of a Disaster Recovery Plan

3. **Inventory Profile:** Document hardware and software inventory for recovery purposes.

Example:

Manufacturer	Model	Serial Number	Own/Leased	Cost
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4. **Backup Procedures:** Use a mix of daily incremental and weekly full backups.

- Daily backup of critical directories at 10 PM.
- Weekly full system save every Sunday.



Key Components of a Disaster Recovery Plan

5. Disaster Recovery Procedures:

- Include Emergency Response, Backup Operations, and Recovery Actions.
- Use a Disaster Recovery Checklist to ensure no steps are missed during recovery.

6. Alternate Sites:

- Plan for **Mobile Site** and **Hot Site** usage.
- Example: Use a pre-arranged hot site in case of hardware failure.



Step-by-Step DRP Creation Process

1. **Risk Identification:** Identify risks (natural disasters, cyberattacks, hardware failures).
2. **Personnel Assignment:** Assign roles and create an updated contact list.
3. **Recovery Objectives:** Define RTO (Recovery Time Objective) and RPO (Recovery Point Objective).
4. **Backup Strategy:** Outline daily/weekly backups, media storage, and procedures.
5. **Recovery Procedures:** Document step-by-step procedures for restoration.
6. **Testing and Maintenance**



Practical Activity: Create a Simple

Objective: Students will use the provided DRP template to create a basic DRP for a fictional company.

Scenario:

- TechPro Solutions, a small IT company, provides web hosting and email services. Your task:
 - Identify critical systems (e.g., email servers, client databases).
 - Define RTO and RPO.
 - Develop a backup and recovery strategy.



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Instructions:

- Fill out the **Personnel Table** and assign roles.
- List critical applications using the **Application Profile** section.
- Document hardware using the **Inventory Profile** section.
- Define daily/weekly backup procedures.
- Outline a basic **Recovery Checklist** for restoring operations.



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Practical Activity: Create a Simple

Deliverables:

- A completed DRP document (1-2 pages) following the template.

Evaluation Criteria:

- Completeness of the DRP document (10 points).
- Clear definition of RTO/RPO and backup strategy (5 points).
- Presentation and teamwork (5 points).