

Disaster Recovery Manual

System Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Application Overview

Give a brief description of the Application

# Base Environment Recovery

|  |  |
| --- | --- |
| **Hardware / Software** | **Dependency / Comments** |
|  |  |
|  |  |

# Interface Considerations

|  |  |  |
| --- | --- | --- |
| **Interfacing Application** | **Data / File Dependency** | **Recovery Consideration** |
|  |  |  |
|  |  |  |

# Client Software Recovery

|  |  |  |
| --- | --- | --- |
| Client / Client Groups | Software / Files | How to Recover |
|  |  |  |
|  |  |  |

# File Synchronization

# Recovery Up to the Present Time

# Additional Recovery Requirements

# Recovery Risks

# Recovery Procedure

|  |  |
| --- | --- |
| **Step** | **Activity** |
| 1 |  |
| 2 |  |
| 3 |  |

# Disaster Recovery Contacts

## Vendor

|  |  |  |
| --- | --- | --- |
| Vendor | Contact Name | Work Phone |
|  |  |  |
|  |  |  |

## IS / Client

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Work Phone | Home Phone | Pager / Cell Phone |
|  |  |  |  |
|  |  |  |  |