

Planning Elements		Comments or Notes
1.	Does the organization (or unit) have a current Business Impact Analysis (BIA)? If yes, when was it last updated?	
2.	Are critical processes documented and included in the Disaster Recovery Plan (DRP)?	
3.	Are all critical (or important) data required to support the business being backed-up? If so, how often? What are the Recovery Point Objectives (RPO)? If not all, list business areas/applications covered and not covered.	
4.	Is there a communication plan included?	
5.	Staff names and contact information documented in the communication plan?	
6.	Does the DRP require an alternate site(s) for recovery?	
7.	Does the DRP specify the level of service (which the business owner has agreed to be acceptable) to be provided while in recovery-mode?	
8.	Does the DRP have governance through staff assignments with responsibilities immediately following a disaster and continuing through the period of re-establishment of normal operations for business continuity?	
9.	Does the DRP identify hardware and software critical to recover business critical functions?	
10.	Is there an Uninterruptible Power Supply (UPS) for critical systems and/or business area workstations?	
11.	How much time can the backup power systems run to support critical systems, technical staff and business area workstations?	
12.	Is there an off-site vendor on contract? If so, does the vendor have UPS and/or generator back-up?	
13.	Is a current copy of the DRP maintained off-site?	
14.	When was the off-site copy last updated?	
15.	Is there an audit trail of the changes made to the DRP?	
16.	Do all users of the Disaster Recovery Plan have ready access to a current copy and/or copies at all times?	
17.	Do all employees responsible for the execution of the DRP receive training?	
18.	If back-ups of critical systems, applications, and data are being performed, are they stored in a protected location (offsite)?	
19.	Is there a training, testing/exercise (TT&E) plan included? If so, what is the frequency of the TT&E plan?	
20.	Is the DRP tested at least annually? If so, how often and what method(s) are used to test the DRP?	
21.	Are there additional DRP Maintenance - Procedures and Schedules?	

(Add lines as needed)