|  |
| --- |
| Recovery Plan for [Operating System Name] |
| Date |

# Overview

## Introduction

|  |  |
| --- | --- |
| Badge Tick1 with solid fill | A brief overview of the document and the purpose of the recovery plan. |

## Objectives

* The objectives of the recovery plan, including:
  + Minimizing downtime
  + Restoring data and services
  + Ensuring business continuity

## Recovery Strategies

|  |  |  |
| --- | --- | --- |
| Cold (Full) recovery | Warm (Partial) recovery | Hot (Near-Zero) recovery |
|  |  |  |
|  |  |  |

## Roles and Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recovery team leader | Backup administrator | Database administrator | Network administrator | Security administrator |
|  |  |  |  |  |
|  |  |  |  |  |

## Backup and Recovery Procedures

|  |  |  |  |
| --- | --- | --- | --- |
| Backup schedule | Backup location | Recovery procedures | Testing procedures |
|  |  |  |  |
|  |  |  |  |

## Communication Plan

|  |  |  |
| --- | --- | --- |
| Communication challenges | Contact list | Communication templates |
|  |  |  |
|  |  |  |

## Training

|  |  |  |
| --- | --- | --- |
| Training schedule | Training materials | Responsible person/team |
|  |  |  |
|  |  |  |

## Testing

|  |  |  |
| --- | --- | --- |
| Testing schedule | Testing scenarios | Responsible person/team |
|  |  |  |
|  |  |  |

## Review and update

|  |  |  |
| --- | --- | --- |
| Review schedule | Update schedule | Responsible person/team |
|  |  |  |
|  |  |  |

# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

|  |  |  |
| --- | --- | --- |
| Name | Title | Date |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approved By |  | Date | Approved By |  | Date |