

DISASTER RECOVERY CHECKLIST

- 1. Launch the Project**
 - *Identify DR team*
 - *Get C-level buy-in*
- 2. Information and Data Gathering**
 - *Discuss with line of business managers*
- 3. Business Impact Analysis**
 - *Consider outsourcing this task to establish baseline*
- 4. Risk Analysis**
 - *Consider outsourcing this task to establish baseline*
- 5. Recovery Strategies**
 - *Utilize Business Impact Analysis and Risk Analysis to develop strategies*
- 6. Build DR Plan**
 - *Detail documentation of plan*
- 7. Test and Validate DR Plans**
 - *Test at regular intervals at the very least annually*
- 8. Establish Plan Maintenance**
 - *Someone should own this plan*
- 9. Audit and Update Plan**
 - *This should be part of your normal course of business*
- 10. Back to Step 2**

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Information Security Implementation CHECKLIST

1. IDENTIFY

- **ASSET MANAGEMENT:**
Data, Personnel, Devices, Systems that the organization needs to function
- **BUSINESS ENVIRONMENT:**
Identify roles and responsibilities for risk management decisions
- **GOVERNANCE:**
Create policies, processes, and procedures to monitor and manage security risk
- **RISK ASSESSMENT:**
Understand risk to operations
- **RISK MANAGEMENT STRATEGY:**
Establish risk tolerances

2. PROTECT

- **ACCESS CONTROL:**
Users, devices, activities
- **USER AWARENESS AND TRAINING:**
Appropriate training for information security as it relates to the user's duties
- **DATA SECURITY:**
Information Security Managed consistent with risk strategy identified
- **SECURITY POLICIES:**
Processes and Procedures maintained to manage security strategy
- **MAINTENANCE:**
Updating of assets
- **PROTECTIVE TECHNOLOGY:**
Technical security solutions are managed to ensure consistency with security and risk strategy

3. DETECT

- **ANOMOLIES AND EVENTS:**
Timely Detection
- **CONTINUOUS SECURITY MONITORING:**
Verify the effectiveness of Protective Technology
- **DETECTION PROCESSES:**
Tested to ensure timely detection

4. RESPOND

- **RESPONSE PLANNING:**
Ensure timely response
- **RESPONSE PROCESSES:**
Coordinate with internal and external personnel as needed
- **ANALYSIS:**
Conduct adequate response activities
- **MITIGATE INCIDENT:**
Utilize reponse plan to mitigate
- **CONTINUOUS IMPROVEMENT:**
Improve all facets of plan with lessons learned

5. RECOVER

- **RECOVERY PLANNING:**
Processes and Procedures are executed to ensure timely restoration
- **CONTINUOUS IMPROVEMENTS:**
Improve from lessons learned
- **MANAGE THE EVENT:**
Public relations, reputation, recovery reporting

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