

Check List for

Business Continuity / Disaster Recovery in an IT infrastructure scenario



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Check List for Business Continuity / Disaster Recovery in an IT infrastructure scenario.

Please tick off what best describes the requirements for disaster recovery provisioning planning.

The checklist below attempts to ascertain the level of redundancy or disaster planning required in line with effort/funds allowable for this sort of exercise.

<u>Front End Computing</u>	
<input type="checkbox"/>	Desktop PC's – Provision alternatives for failed desktops of critical production workers.
<input type="checkbox"/>	Notebook (Laptop) PC's – Provision alternatives for failed portable machines of critical team leaders / sales reps / managers / directors.
<input type="checkbox"/>	Workgroup Printing – Provision alternatives for small networked workgroup printers in the event of failure.
<input type="checkbox"/>	Enterprise Core Multifunction Printing – Provision alternatives for large multifunction core network printers in the event of failure
<input type="checkbox"/>	Label Printing – Provision alternatives for mailing label printers in the event of failure.

Front End Computing

Back End Computing – Hardware and Network

<input type="checkbox"/>	<p>Working Firewall or Internet at same site – Provision alternatives in the event of complete failure of firewall and/or internet. Simple redundancy built into web router/firewall/internet arrangements</p>
<input type="checkbox"/>	<p>Working Data Centre at a Co-location site – Provision alternatives for complete failure due to catastrophic “Acts of God” failure to Data Centre?</p> <p>This includes recreating entire environment including servers/firewalls/switches, or at least providing some alternatives at a reduced capacity.</p>
<input type="checkbox"/>	<p>Complete Work environment at a Co-location site – Provision alternatives for complete failure due to catastrophic “Acts of God” failure to Office Work environment. Staff to pick up briefcases/handbags and travel to alternative workplace to work.</p>
<input type="checkbox"/>	<p>Virtualised Servers? – Any virtualised servers currently used?</p> <ul style="list-style-type: none"> • Technology platform?: (Vmware ESX/Citrix XenServer/Virtual Iron/Microsoft Hyper V?.....) • How many? And what are they? Briefly describe. • Architecture?
<input type="checkbox"/>	<p>Centralised Storage Used?</p> <ul style="list-style-type: none"> • SAN / NAS ? Description? • Architecture? • Who is the Vendor?

Front End Computing

<input type="checkbox"/>	<p>Physical Servers?</p> <ul style="list-style-type: none">• Hardware maintenance warranty? Still under warranty or Post-warranty maintenance contract?• Hard drive Subsystem redundancy ? RAID used? Please describe.
<input type="checkbox"/>	<p>Terminal Server and VPN?</p> <ul style="list-style-type: none">• Is a terminal server / or server farm in use for remote work by staff from home?• Is a VPN solution in place for similar remote work?• Does either of these technologies need to be covered for disaster recovery provisioning?
<input type="checkbox"/>	<p>Multiple Sites?</p> <ul style="list-style-type: none">• Are there multiple branch office sites linked to a central HQ?• Please provision a network diagram.• High speed Metropolitan WAN links or VPN?• Do these satellite sites need to be protected too?

Back End Computing – Data and Apps

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|--------------------------|--|
| <input type="checkbox"/> | Data to be backed up off site? – Provision mechanism for the offsite backing up of data? |
| <input type="checkbox"/> | Type of data to be protected? – Mailserver - Exchange Server Data or some other mail server data (Specify Server Version). |
| <input type="checkbox"/> | Type of data to be protected? – Database Server – SQL ? My SQL ? Oracle ? |
| <input type="checkbox"/> | Type of data to be protected? - Directory Services? – Microsoft Active Directory or Novell Directory Services? Or Open Directory LDAP (UNIX/LINUX). |
| <input type="checkbox"/> | Type of data to be protected? – Flat file data structure – plain old shares or Active Directory DFS Roots Hierarchies. |

Back End Computing – Data and Apps

<input type="checkbox"/>	<p>Type of data to be protected? – Dedicated License Servers? –</p> <ul style="list-style-type: none"> <input type="checkbox"/> CAD servers ? Flex LM license servers? <input type="checkbox"/> License servers bound to Machine hardware? E.g. MAC Address? <input type="checkbox"/> Need to contact vendor for further info? <p>Who?</p> <p>.....</p> <p>.....</p>
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<input type="checkbox"/>	<p>Any critical line of business apps worth mentioning?</p> <p>List of Apps:</p> <p>List?</p> <p>.....</p> <p>.....</p> <ul style="list-style-type: none"> <input type="checkbox"/> License bound to Machine hardware? E.g. MAC Address? <input type="checkbox"/> Need to contact vendor for further info? <p>Who?</p> <p>.....</p> <p>.....</p>
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Level of Business Continuity Planning in accordance to budget

What are the stakeholders and IT management in agreement with as to their current comfort level to expenditure vs. benefits at various levels.

<input type="checkbox"/>	<p>Offline Recovery with IT help – Entry Level, Lowest Cost, some downtime, (1 business day) but not as lengthy as a full rebuild.</p> <p>May apply to Front end, Back end, Data or all.</p>
<input type="checkbox"/>	<p>Nearline – Higher Cost – less downtime, usually an hour to a few hours.</p> <p>May apply to Front end, Back end, Data or all.</p>
<input type="checkbox"/>	<p>Gold/Platinum Level – Highest Cost – zero to negligible downtime. (0 to a few minutes). Almost certainly entail the creation of complete co-location sites for data centre and office work place for displaced workers complete with replicated equipment at very high cost.</p> <p>May apply to Front end, Back end, Data or all.</p>