✔ ChecklistGuro

ERP Disaster Recovery Checklist

Risk Assessment & Planning

Initial assessment of potential risks and development of a comprehensive disaster recovery plan.

Describe potential ERP system failure scenarios

Write something...

Estimated Downtime Cost per Hour (USD)

Enter a number...

Criticality of ERP System (Impact on Business)

☐ High

☐ Medium

☐ Low

Last Risk Assessment Review Date

Enter date...

Potential Threats (Select all that apply)

- ☐ Hardware Failure
- ☐ Software Bug
- ☐ Cyberattack
- ☐ Natural Disaster
- ☐ Human Error

Primary Contact Person for Disaster Recovery

Write something...

Data Backup & Replication

Verification of data backup schedules, storage locations, and replication processes.

Backup Frequency (per day)

Enter a number...

Last Full Backup Date

Enter date...

Scheduled Backup Time

Enter time...

Backup Storage Location

☐ Onsite

☐ Offsite (Cloud)

☐ Offsite (Physical)

Retention Period (in days)

Enter a number...

Databases/Modules Included in Backup

☐ Finance

☐ Inventory

☐ Manufacturing

☐ HR

☐ CRM

Backup Verification Procedures

Write something...

Infrastructure Recovery

Validation of procedures and resources for restoring ERP servers, networks, and databases.

Number of ERP Servers to Recover

Enter a number...

Scheduled Recovery Test Date

Enter date...

Estimated Recovery Start Time

Enter time...

Detailed Server Recovery Steps

Write something...

Primary Data Center Status

☐ Operational

☐ Degraded

☐ Unavailable

Secondary Data Center Status

☐ Operational

☐ Degraded

☐ Unavailable

Network Diagram (Current)

⬆ Upload File

Application Recovery

Testing recovery procedures for ERP modules and customizations.

Module Recovery Time (minutes)

Enter a number...

Criticality of Module (for Recovery Priority)

☐ High
☐ Medium
☐ Low

Last Successful Module Recovery Test Date

Enter date...

Detailed Steps for Module Recovery

Write something...

Modules Requiring Specific Recovery Procedures

☐ Finance
☐ Manufacturing
☐ Sales
☐ HR
☐ Inventory

Recovery Script/Configuration File

⬆ Upload File

User Access & Security

Verification of user access controls and security measures in the recovery environment.

Recovery Environment Authentication Method

- [ ] Multi-Factor Authentication (MFA)
- [ ] Password-Based Authentication
- [ ] Certificate-Based Authentication

Number of Active User Accounts in Recovery Environment

Enter a number...

Last Password Reset Policy Review Date

Enter date...

Description of User Access Controls in Recovery Environment

Write something...

Roles with Elevated Access in Recovery?

- [ ] System Administrator
- [ ] Database Administrator
- [ ] Security Administrator

Confirmation of User Access Review

Communication & Notification

Ensuring effective communication channels and notification protocols for stakeholders.

Primary Communication Contact List (Names & Roles)

Write something...

Secondary Communication Contact List (Backup)

Write something...

Primary Notification Method (Email, Phone, SMS)

☐ Email

☐ Phone

☐ SMS

Secondary Notification Method

☐ Email

☐ Phone

☐ SMS

Date of Last Communication Plan Review

Enter date...

Pre-defined Crisis Communication Templates (Examples)

Write something...

Estimated time to notify key stakeholders

Enter a number...

Testing & Validation

Conducting simulated disaster scenarios and validating the effectiveness of the recovery plan.

Date of DR Drill Execution

Enter date...

Start Time of DR Drill

Enter time...

Recovery Time Objective (RTO) Achieved (in hours)

Enter a number...

Recovery Time Achieved (in hours)

Enter a number...

Modules Tested

- ☐ Finance
- ☐ Inventory
- ☐ Manufacturing
- ☐ Sales
- ☐ CRM
- ☐ HR

Observations During Testing

Write something...

Tester Signature

Documentation & Maintenance

Maintaining accurate documentation of the recovery plan and regularly updating it to reflect changes.

Last DR Plan Review Date

Enter date...

Next Scheduled DR Plan Review Date

Enter date...

Version Number of DR Plan

Enter a number...

Summary of Changes Made Since Last Review

Write something...

Updated DR Plan Document (PDF)

⬆ Upload File

Review Status

☐ Completed

☐ In Progress

☐ Not Started

Reviewer Signature