

IT SERVICE CONTINUITY PLAN TEMPLATE

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1. SCOPE

Service Area, Service Offerings, Service Areas that depend on the service at risk

2. RECOVERY OBJECTIVES

A. RECOVERY TIME OBJECTIVE (RTO)

The length of time IT processes can be down before it impacts the business

B. RECOVERY POINT OBJECTIVE (RPO)

The maximum interval of data loss since the last IT service backup that the business can tolerate and still proceed with normal business processes

3. RECOVERY TEAM

A. SERVICE / ROLE / FUNCTION

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B. RESPONSIBILITY

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C. DEPENDENCIES

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D. EXPECTED RESPONSE TIME

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4. RECOVERY STRATEGY

A. INITIAL RECOVERY

B. OVERALL RECOVERY STRATEGY

i. RECOVERY SCENARIOS

Data Failure, Critical Recovery Team is unavailable, Business is inaccessible

5. RETURN TO OPERATIONS

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6. DOCUMENT CHANGE LOG

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
APPROVED BY		TITLE		DATE	

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