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**Document Control**

**Document Version History**

This table shows a record of significant changes to the document.

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description of Change** |
| 1.0 | 25/09/2020 |  | Initial Draft |
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**Approvals**

This table shows the approvals on this document for circulation, use and withdrawal

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**Document Distribution List**

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# Introduction

The first prerequisite for a robust Disaster Recovery Plan (DRP) is knowing what needs to be recovered in case a disaster occurs.

In order to meet this requisite, the organization must have a detailed register which lists its assets. This register needs to include –

1. Hardware assets
2. Software assets
3. Data assets

# Methodology

The asset register needs to include the following attributes for each asset that needs to be covered in the DRP –

1. T-shirt size mapping of each asset in terms of its impact on the business –
   1. **Large** (i.e., is critical for the business continuity)
   2. **Medium** (i.e., is essential for the business continuity)
   3. **Small** (i.e., is “nice to have” for the business continuity)
2. Risk assessment for each asset, including the level of disruption to the business in case it is compromised
3. Define the **RTO** (Recovery Time Objective) and **RPO** (Recovery Point Objective) requirements per each asset

# Process

## Hardware Assets Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Asset Name & Serial Number** | **Risk Assessment** | **T-Shirt Size** | **DR Requirements** | |
| **RTO[[1]](#footnote-1)** | **RPO[[2]](#footnote-2)** |
| 1 | Lenovo TRX-1000 Server; QWXCR-23-A | This server stores all the customers’ data, including billing information and credit card numbers. Without it the organization ceases to exist. | Large | 30 seconds | Not Relevant |
| 2 | Dell VCA Storage; ASW-432-12-D | Storage of excess customer information that is 2 years old or more. According to the internal revenue service, this information is required to be stored for 7 years | Large | 5 minutes | Not Relevant |
| 3 | Dell VCA Storage; ASW-307-10-B | Storage of excess customer information that is 5 years old or more. According to the internal revenue service, this information is required to be stored for 7 years | Medium | 4 Hours | Not Relevant |
| 4 | Sorphos Switch; G12-Z | Low risk: this switch is required only once a Quarter | Small | 48 Hours | Not Relevant |

## Software Assets Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Asset Name & Registration Code** | **Risk Assessment** | **T-Shirt Size** | **DR Requirements** | |
| **RTO** | **RPO** |
| 1 | Office 360 Suite; WWSER-1908-DERS | All of the organizations’ reports are either in Excel or Word files, and are a must for the business continuity | Large | 30 seconds | 90 seconds |
| 2 | JIRA Instance; 4429-8290-1313-9011 | All of the CRM (Customer Relationship Management) tickets are tracked in the JIRA system. Without this system we won’t know what the defects and requests are | Large | 90 seconds | 30 seconds |
| 3 | GitHub; ASML-QXYE-14 | All the organizations’ code is stored here, and is required for all updates, bug fixes and QA | Large | 30 minutes | 30 seconds |
| 4 | All-Training; 5104-VUFF | This system allows the employees to train themselves, and is nice-to-have | Medium | 24 Hours | 48 Hours |

## Data Assets Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Asset Name** | **Risk Assessment** | **T-Shirt Size** | **DR Requirements** | |
| **RTO** | **RPO** |
| 1 | Customers Billing Information | Is crucial for business continuity and income of the organization | Large | 30 seconds | 30 seconds |
| 2 | CRM Information | Without this system we won’t know what the defects and requests of our customers are | Large | 90 seconds | 30 seconds |
| 3 | Development Code | The heart and soul of the organization is its code, and without it we won’t have any value to offer to our customers | Large | 30 minutes | 5 Minutes |
| 4 | QA | All of the defects and bugs that were found in the code are required to improve the quality of services we offer to our customers | Large | 4 Hours | 30 Minutes |
| 5 | Time Off Requests | Our employee’s requests for PTO (Private Time-Off), maternity leave, Holidays, etc. are required to be able to plan the workload balancing and their physical whereabouts | Medium | 24 Hours | 5 Hours |

1. This measurement denotes the allowed elapsed time until the server is up and running [↑](#footnote-ref-1)
2. This measurement is “Not Relevant” since the data is what needs to be retrieved in case of a disaster, not the physical servers themselves [↑](#footnote-ref-2)