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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 | 27/09/2020 |  | Initial Draft |
|  |  |  |  |
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**Approvals**

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

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| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Approver** | **Title/Authority** | **Approval Remarks** |
| 1.0 | 27/09/2020 | Swapnil Wale |  | Initial Draft |
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**Document Distribution List**

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# Introduction

One of the most important aspects of any DR Plan is communicating the planned requirements of the DRP and the achievements of the drill.

The comms plan details who will be the one voice of the DRP, its drills and requirements to the team-members, stakeholders, clients and customers.

It will also state what the frequency of the communications will be, as to not over saturate the receivers on one hand, or to keep them in the dark on the other.

# The Communications Plan

## Disaster Recovery Plan Communications

1. In case of a change to the DR Plan itself, the following communication will be sent out to the stakeholders outlined in the DR plan, with the following E-mail template –

“Dear all,

I would like to inform you that the following changes have been made to the DR Plan –

1. Paragraph X section Y: instead of “…the RTO changes will be highlighted in the DRP document” the following will appear: “…the RTO changes will be highlighted in the DRP document” (the highlighted part will denote the word’s which have changed)
2. The change will take effect on 25-Sep-2020
3. The change is approved by Liz Brillstein, VP of Operations

Best regards,

Gal Daihes, DR Plan documentation lead”

1. In case of a change to the DR drill protocol, the following communication will be sent out to the stakeholders outlined in the DR plan, with the following E-mail template –

“Dear all,

I would like to inform you that the following changes have been made to the DR Drill Protocol –

1. Paragraph X section Y: instead of “…the 3rd party technicians will be given a 25 minute warning call” the following will appear: “…the 3rd party technicians will be given a 45 minute warning call” (the highlighted part will denote the word’s which have changed)
2. The change will take effect on 24-Sep-2020
3. The change is approved by Pankaj Varma, VP of Marketing

Best regards,

Gal Daihes, DR Plan documentation lead”

1. After a **DR drill** will be run, the following communication will be sent out to all the stakeholders, team members and clients

“Hello everyone,

A DR drill which was planned for today was carried out **successfully**. The details of the drill are as follows –

1. **Date**: 25-Sep-2020
2. **DR Drill Manager (First, Last, Role)**: Isabela Fernandez, Pegasus Program Manager
3. **DR Site**: T3 site
4. **DR Address**: 32456 Magnolia Drive, North Wales PA, USA

The issues raised and the lessons learned will be communicated within 5 working days

Best regards,

Gal Daihes, DR Plan documentation lead”

# Recovery Time Objective / Recovery Point Objective Plan vs. Actual

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Asset Name** | **Requirements** | | **Achievements** | | **Tolerance** | **Passed?** |
| **RTO** | **RPO** | **RTO** | **RPO** | **%** | **Yes/ No** |
| 1 | Lenovo TRX-1000 Server | 30 seconds | 5 minutes | 28 seconds | 3.5 minutes | 5% | Yes |
| 2 | Dell VCA Storage ZQ2 | 5 minutes | 30 minutes | 3.75 minutes | 22 minutes | 5% | Yes |
| 3 | Dell VCA Storage VG4 | 4 hours | 4 hours | 2.8 hours | 4.1 hours | 10% | Yes |
| 4 | Sorphos Switch AXA/2 | 48 hours | 48 hours | 51 hours | 60 hours | 10% | No |
| 5 | Office 360 Suite; WWSER-1908-DERS | 30 seconds | 90 seconds | 32 seconds | 92 seconds | 5% | Yes |
| 6 | JIRA Instance; 4429-8290-1313-9011 | 90 seconds | 30 seconds | 88 seconds | 20 seconds | 5% | Yes |
| 7 | GitHub; ASML-QXYE-14 | 30 minutes | 30 seconds | 26 seconds | 32 seconds | 5% | Yes |
| 8 | Customers Billing Information | 30 seconds | 30 seconds | 28 seconds | 29 seconds | 5% | Yes |
| 9 | CRM Information | 90 seconds | 30 seconds | 89 seconds | 31 seconds | 5% | Yes |
| 10 | Development Code | 30 minutes | 5 Minutes | 41 minutes | 7 minutes | 10% | No |