

<b>Company:</b>						
Address:						
<b>Team Members and Key Contacts</b>						
Role	Name	Primary Phone	Secondary Phone	IM/Twitter	Other	Other
Tec Director						
Team Member 1						
Team Member 2						
Facilities Contact						
Primary Executive Contact						
Secondary Executive Contact						
Team Status Reporting	Time between status meetings or updates; 2, 6 or 24 hours ?					
Recovery Operating Period						
Phone Number						
Online Meeting Link						
Physical Meeting Location						
Team Members						
(Examples include e-mail, communications, website, grade book, and payroll systems)						
Priority IT Systems	Critical Periods	Return to Operation	Owners	Other		
Example: MS Exchange		1 Day				
Example: Accounting Server		1 Day				
Example: VoIP		4 Hours				
Example: Switch Configurations		2 Days				
Example: Virtualized Server		4 Hours				
Example: Onsite backup		2 Days				
Example: Router		1 Hour				


\*Changing the Priority IT Systems here will update the task list



Priority IT Systems	Storage Location	Recovery Information	Return to Operation	Supporting	
				Vendor Contact	Other
Example: MS Exchange					
Example: Accounting Server					
Example: VoIP					
Example: Switch Configurations					
Example: Virtualized Server					
Example: Onsite backup					
Example: Router					

Resolution



Recovery Process: Example: MS Exchange

Step	Task Description	Owner
1	Task	
2	Task	
3	Task	
4	Task	
5	Task	
6	Task	
7	Task	
8	Task	
9	Task	
10	Task	
11	Task	
12	Task	
13	Task	

14	Task		
15	Task		
Resolution			
Recovery Process: Example: Accounting Server			
Step	Task Description	Owner	
1	Task		
2	Task		
3	Task		
4	Task		
5	Task		
6	Task		
7	Task		
8	Task		
9	Task		
10	Task		
11	Task		
12	Task		
13	Task		
14	Task		
15	Task		
Resolution			
Recovery Process: Example: VoIP			
Step	Task Description	Owner	
1	Task		
2	Task		
3	Task		
4	Task		
5	Task		
6	Task		
7	Task		
8	Task		
9	Task		
10	Task		
11	Task		
12	Task		
13	Task		
14	Task		
15	Task		
Resolution			

Recovery		
Process:		Example: Switch Configurations
Step	Task Description	Owner
1	Task	
2	Task	
3	Task	
4	Task	
5	Task	
6	Task	
7	Task	
8	Task	
9	Task	
10	Task	
11	Task	
12	Task	
13	Task	
14	Task	
15	Task	
Resolution		

Recovery		
Process:		Example: Virtualized Server
Step	Task Description	Owner
1	Task	
2	Task	
3	Task	
4	Task	
5	Task	
6	Task	
7	Task	
8	Task	
9	Task	
10	Task	
11	Task	
12	Task	
13	Task	
14	Task	
15	Task	
Resolution		

Recovery		
Process:		Example: Onsite backup
Step	Task Description	Owner

1	Task	
2	Task	
3	Task	
4	Task	
5	Task	
6	Task	
7	Task	
8	Task	
9	Task	
10	Task	
11	Task	
12	Task	
13	Task	
14	Task	
15	Task	
Resolution		
United Systems offers full business continuity programs. Our trained staff can design a disaster recovery solution that can fit any budget. Please contact us at 405 523 2162.		

\*For any suggestions to the form, please send comments to [Sturley@unitedsystemsok.com](mailto:Sturley@unitedsystemsok.com)

## Company Inventory