

Appendix [number] – Activity Recovery Strategy for [name of activity]

1. Introduction

The recovery time objective for this activity is [hours/days].

The activity will recover in the following way:

services – reducing the volume of delivered products or services].

short run: [copy from Business Impact Analysis Questionnaire]

Commented [270011]: To learn how to fill out this document, and to see real-life examples of what you need to write, watch this video tutorial: "How to Write Business Continuity Strategy According to ISO 22301".

To access the tutorial: In your Inbox, find the email that you received at the moment of purchase. There, you will see a link and a password that will enable you to access the video tutorial.

Commented [270012]: This template is used for both business

Commented [270013]: In case you have a master document

Commented [270014]: E.g. Business Continuity Manager, Security Manager, Information Security Manager, Head of IT department, etc.

Commented [270015]: Choose one of the listed options.

2. Performing key tasks and obligations

The activity must perform the following tasks and obligations:

Task / obligation	Deadlines

Commented [270016]: Copy from Business Impact Analysis Questionnaire.

3. Recovery of resources

The following resources are required for the recovery of this activity:

Name of resource			
People:			
Data stored in electronic form:			

Commented [270017]: Copy from Business Impact Analysis Questionnaire.

[organization name]

[confidentiality level]

<i>E.g. Business Continuity Strategy and plans for all activities</i>			<i>E.g. Immediately</i>
External services:			
<i>E.g. Electricity</i>			<i>E.g. Immediately</i>

Resource recovery for this activity will be executed using the following solution(s):

- Hardware and other ICT equipment will recover in the following way: a) advance purchase and installation of equipment at an alternative site – if the recovery time objective is short, [redacted] outsource this service; website hosting is an example.

Commented [270018]: Select one or more of the listed options.

- Human resources will recover in the following way: a) detailed documenting of procedures



partners, and documenting such knowledge in various knowledge bases.

Commented [270019]: Choose one or more of the listed

- Other equipment, stock and materials will recover in the following way:

<i>Name of equipment, stock or material</i>	<i>Recovery strategy</i>

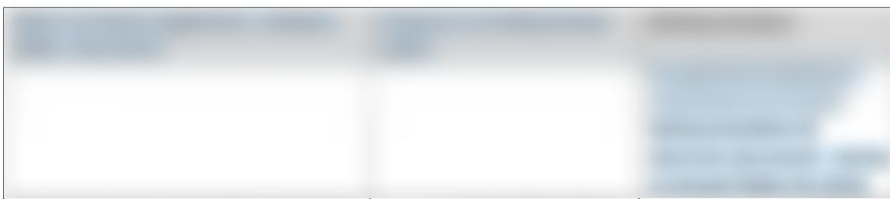
Commented [2700110]: Copy from Business Impact Analysis Questionnaire.

Commented [2700111]: Select an appropriate strategy for each item.

general part of the Strategy.

4. Backup procedure

Backup copies of data used by this activity must be made at the following intervals:

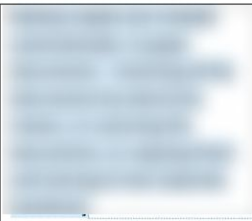


Commented [2700112]: Copy from Business Impact Analysis Questionnaire.

Commented [2700113]: Frequency is determined in line with the results of the Business Impact Analysis Questionnaire.

[organization name]

[confidentiality level]

Commented [2700114]: Choose appropriate strategy depending on type of data; add other strategies if necessary.


general part of the Strategy.