

Backup and disaster recovery checklist

Backups only matter if you can restore from them quickly. These answers define how fast you need to recover and how much data you can afford to lose.

01 How are you backing up today, and where do backups live?

Cloud, an office device, a data center or not sure.

02 What needs protecting?

Servers, Microsoft 365, file shares, databases, laptops or line-of-business systems.

03 How much data is involved, roughly?

Under 1 TB, 1 to 10 TB, 10 to 100 TB, more, or not sure.

04 If systems went down, how quickly must they be back?

Minutes, hours or a day. This is your recovery time.

05 How much recent work could you afford to lose?

None, an hour, a day. This is your recovery point.

06 When did you last test a full restore?

Recently, a while ago or never.

07 Do you have a written disaster recovery or business continuity plan?

Yes, in progress or no.

Rough answers are fine, and "not sure" is a useful answer. Please don't send account numbers, passwords or full bills; if we need to look at a contract, we'll arrange a safe way to share it.