

7.0 ROLES AND RESPONSIBILITIES

headers and footers

7.1 Disaster Recovery Team Mission Statement

Use this space to document your team mission statement:

a) What is the purpose of your Disaster Recovery Team?

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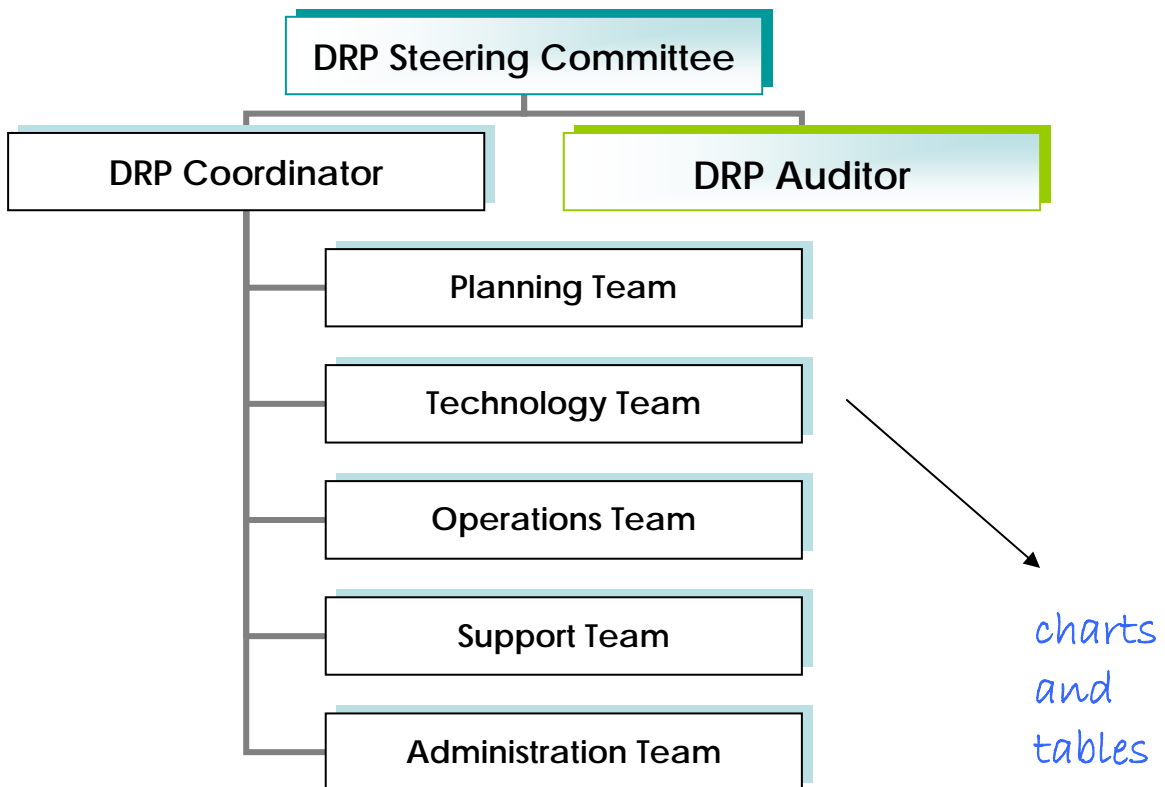
b) What are the team's primary goals and objectives?

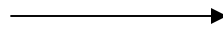
guidelines

c) How will the team operate within the overall organizational structure?

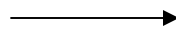
7.2 Organizational Chart

The following chart illustrates managerial roles and reporting relationships for the Disaster Recovery Team.



Sample Organizational Notes:sample
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- The **DRP Steering Committee** has management oversight and executive authority over the disaster recovery program.
- The **DRP Auditor** is responsible for disaster recovery planning verification and compliance.
- The **Disaster Recovery Coordinator** has day-to-day management authority over the execution and maintenance of the disaster recovery program.
- The **Planning Team** is responsible for all disaster recovery planning activities including data collection, requirements analysis, test planning, and end-user liaison activities.
- The **Technology Team** is responsible for the specification and design of all technology based disaster recovery solutions.
- The **Operations Team** is responsible for the implementation and execution of the disaster recovery plan, including test plans.
- The **Support Team** is responsible for any technical support and customer service tasks and activities needed to execute the disaster recovery program
- The **Administration Team** is responsible for all administrative aspects of disaster recovery program maintenance and support.

7.3 Resource Requirementssection
headings

- a) What types of resources and skills are required to properly plan and support disaster recovery activities?
- b) How many staff resources (in numbers and/or hours) are required to implement and maintain your disaster recovery program?
- c) How many additional staff resources (in numbers and/or hours) are required to manage and maintain systems in accordance with disaster recovery and business resumption "overhead"?