

# IT Disaster Recovery Planning Toolkit Overview



# ABOUT THIS TOOLKIT

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## PURPOSE OF THIS TOOLKIT

Disaster recovery planning requires focused effort to be effective. It can be hard to get started when there are so many other pressing priorities. This toolkit is designed to make disaster recovery planning easier and faster for IT professionals by providing guidance and supporting materials that are tailored to the education context.

## WHO IS THE INTENDED AUDIENCE?

This toolkit was developed in consultation with K-12 education leaders from across Alberta for IT leaders and IT professionals. No previous knowledge or experience in IT disaster recovery planning is assumed.

## WHAT IS IN THIS TOOLKIT?

This toolkit contains practical tools and resources for developing an IT disaster recovery plan for school authorities. Toolkit components include:

- **IT Disaster Recovery Planning Guide:** provides guidance and describes a process for working through the stages of developing an IT disaster recovery plan.
- **IT Disaster Recovery Workbook and Plan Template:** includes a workbook for completing steps 1 to 3 of the Guide and an IT Disaster Recovery Plan Template with sample content.
- **Sample Presentation – Building the Case for IT Disaster Recovery Slide Deck:** A sample presentation that you can adapt for educating senior leaders on the importance and need for developing or enhancing your school authority's IT disaster recovery plan.

## USING THIS TOOLKIT

This toolkit is not prescriptive. Each school authority has unique needs, history and culture to consider when developing a disaster recovery plan. Adapt guidance to your context and make use of the additional tools and resources as needed.

## LEGAL DISCLAIMER

The IT Disaster Recovery Planning Toolkit has been prepared and made available to Alberta school authorities for general information purposes only. The information herein does not constitute legal advice, nor should you rely solely on the toolkit in order to assess risk or make plans. The content may be, or may become inaccurate or incomplete, and particular facts unique to your situation may render the content inapplicable to your situation. The toolkit is but one source of information available to you. You may wish to consider multiple sources in order to make plans.

The Government of Alberta does not accept liability for any loss or damage arising from, connected with, or relating to the use or reliance on the toolkit by you or any other person. School authorities remain wholly responsible for evaluating the completeness and effectiveness of their own IT disaster recovery plans.