

## Business Recovery Plan Template



# Business Recovery Plan

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Date Prepared:

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**Executive Summary**

Purpose of the Plan

Recovery Objectives

**Recovery Leadership**

Recovery Team Roles and Contacts

Name	Role/Title	Primary Responsibility	Phone/Email	Backup Contact

Authority and Decision-Making

Recovery Activation Criteria

**Incident Overview**

Incident Description

Incident Description

Impacted Area	Type of Damage	Severity	Immediate Action Taken	Status

Initial Response Summary

Recovery Priorities and Strategy

Function Restoration and Sequence

Recovery Resource Requirements

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Recovery Tier Matrix

Tier	Function	Recovery Timeframe	Dependencies	Responsible Team
1				
2				
3				

**Asset and Infrastructure Recovery**

Technology and Systems Restoration

Facilities and Equipment Recovery

Supplier and Vendor Coordination

**Personnel and Communications**

Staff Recovery Assignments

Employee/Role	Assignment Task	Start Date	Recovery Phase	Supervisor



Employee Outreach and Support

Stakeholder Communication Plan

**Recovery Timeline and Milestones**

Recovery Phases and Goals

Key Milestone Targets

Recovery Timeline Summary

Phase/ Quarter	Goal	Milestone	Target Completion Date
1			
2			
3			
4			

Post-Recovery Review and Improvement

Performance Evaluation

Plan Update Recommendations

Lessons Learned Summary

Observation	Challenge/Gap	Recommended Action	Owner	Due Date

Appendices and Supporting Documents

Document Name	Type	Purpose/Relevance	Location/Reference

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