

# IT BEST PRACTICES— A DATA BACKUP PLANNING CHECKLIST

IT departments should develop comprehensive, practical, and actionable plans to ensure data protection throughout regular data backup processes. This checklist highlights 10 key focus areas that every IT department should consider when developing a new data backup plan or assessing the viability of an existing data backup plan.



# 10 Key Focus Areas

## Area 1: Comprehensive Discovery

- Create an exhaustive list of all components of the department's IT infrastructure, including hardware, software, firmware, components, and peripherals.

## Area 2: End User Data Management

- Ensure that all users are trained on where to store any user-generated data to ensure that it will be included in the established backup process.

## Area 3: Backup Prioritization

- Identify different categories of data—critical, high-priority, standard, non-priority, etc.—and determine appropriate methods of backup for data sets based on data categories.

## Area 4: Backup Frequency

- Determine appropriate backup intervals for data sets—real-time, hourly, daily, weekly, etc.—based on data categories.

## Area 5: Off-site Backups

- Identify appropriate off-site backup locations and methods, taking into account adequate geographical separation of data centers.

## Area 6: Backup Encryption

- Establish standard encryption methodologies and requirements for both on-site and off-site backup stores.

## Area 7: Backup Validation

- Establish a schedule for validating that backups are occurring according to plan and ensure the integrity of that backed-up data.

## Area 8: Backup Systems Testing

- Establish a schedule for testing backup systems by running unscheduled, ad hoc backups and validate the results of those backups.

## Area 9: Long-term Archiving

- Establish timeframes for moving data backups into long-term archival storage and determine the processes for data transfer-to-archive.

## Area 10: Documentation of Processes

- Establish a requirement early in the data backup planning process relating to the creation of documentation and assign responsibility for documentation creation to appropriate resources.

Attention to these 10 Key Focus Areas can help ensure successful implementation of a new data backup plan and process and/or highlight deficiencies and opportunities for improvement during the assessment of existing data backup plans and processes.

Are you confident that your department's data backup plan is comprehensive? Our backup solutions experts are ready to discuss your department's particular needs and help you assess your existing backup plan or even create a new one.

**Give us a call today at 303.796.8393**



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