A recovery plan only counts if you can open it with email, the network and the company sign-in down

About 15 minutes, with a phone and Wi-Fi off

On the day email, the network and your sign-in are down, a recovery plan kept on the shared drive is a plan nobody can open. Five questions show which parts of yours you can open, and which you only believe you can.

Yes 2 Written down, with a date (a log, a screen, a document), and it meets your own plan.

Partly 1 Remembered, but not written down, or the record shows you missed your plan.

No 0 Nobody knows, or it was never done. A blank is a finding.

"None, checked on a date" counts as a record. No plan or target written down? Write your guess first, then measure: the guess is your plan.

Five questions about your own setup

1 With Wi-Fi off, can you open the recovery steps for your most important system?

Your answer, and where it is written down (with the date) Use a phone with Wi-Fi off and no company sign-in. The steps may be in an app, a folder or a paper binder. Where is that copy?

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter Next quarter

How to raise it

Where to find it:
Try it: Wi-Fi off, not signed in to any company account, or a printed copy. A shared drive, a wiki or an email attachment all sit behind the same network and sign-in as the systems the plan brings back.

To get it to a 2:
A copy you opened this way, with the date you tried it, kept where your own plan says it should be: printed, on personal phones, or on a drive that never joins the company network.

What this does not prove:
Opening it once does not prove the steps work, or that the copy is current. Note the plan's own date next to yours.

2 Is your call list on paper or in your phone, with personal numbers?

Your answer, and where it is written down (with the date) Names, roles and personal phone numbers for the people you would call first. Where does that list live?

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter Next quarter

How to raise it

Where to find it:
Check whether the list is only in the company directory, email contacts or a chat tool. Those need the network and the sign-in.

To get it to a 2:
A dated list with personal numbers, kept in your phone contacts or on paper, and checked against who is on the team today.

What this does not prove:
A list on paper does not prove the numbers still answer. Call two of them.

3 Does the written plan name who declares an incident, and who stands in?

Your answer, and where it is written down (with the date) An incident is the point where the team agrees the plan has started. Whose call is that, and who decides if that person is out?

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter ☐ Next quarter ☐

How to raise it

Where to find it:
Your incident response plan, or ask your IT and security leads who they think it is. Different answers are a finding.

To get it to a 2:
Two names written in the plan, with its date, and both people know it is them.

4 If email and chat are down, how does the team reach each other?

Your answer, and where it is written down (with the date) The agreed way (phone calls, a group text, a bridge line) is an out-of-band way: one that does not run through the systems involved.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter ☐ Next quarter ☐

How to raise it

Where to find it:
The communications part of your plan, or ask three people on the team what they would do. Different answers are a finding.

To get it to a 2:
One agreed way, written in the plan, and tried once with the whole team, with the date.

5 When did the team last walk through the plan, start to finish?

Your answer, and where it is written down (with the date) The date your team last talked through the plan, and what changed after it.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter ☐ Next quarter ☐

How to raise it

Where to find it:
Meeting notes, the plan's change history, or the calendar.

To get it to a 2:
A dated walk-through inside the interval your plan sets, with notes. No interval written down? Write your guess and score against it.

Your total, out of 10 ☐

9-10 **Known** Score the same page again next quarter.

5-8 **Partly known** Fix your lowest row this week.

0-4 **Assumed** Do row 1 this week.

Two rules beat the total: if row 1 scores below 2, the result is Assumed. Any row that missed your plan or guess is your next step.

Where does your team's call list live today?

What this does not prove

A plan you can open and a call list on paper show the pieces exist. They do not show the steps work, or that your team can use them during a real outage.

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