

## 07 - Backup and recovery

Start with the business workload, then agree recovery targets, safe destinations and a usable restore test.

Draft answers do not authorize access or create a contract. The proposal confirms scope, price and acceptance checks.

Keep answers brief. Name the source, owner and date. Leave unknowns marked. Do not include passwords, keys or sensitive records.

### 1. Which workloads need backup and recovery?

Give system IDs, owners and whether each is a file, database or SaaS workload, with its supported backup method.

Answer

Source / owner / date

### 2. How much data needs protection, in GB?

Give the current protected data size and what is included in that measurement.

Answer

Source / owner / date

### 3. How much data changes each day, in GB?

Give the measured or estimated daily change and the period used.

Answer

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### 4. How much recent work could be lost, in minutes?

Give the required recovery point objective (RPO) and whether it has been validated.

Answer

Source / owner / date

### 5. How quickly must the workload be usable again, in minutes?

Give the required recovery time objective (RTO) and any observed restore result.

Answer

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### 6. How long must backups be kept?

Describe the retention schedule, legal holds, growth and storage or bandwidth constraints.

Answer

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### 7. How will backup storage be protected?

Describe separate destinations, immutability, deletion controls and provider conditions.

Answer

Source / owner / date

### 8. Who controls backup accounts, keys and recovery approval?

Name primary and backup operators, emergency access and permission owners. Do not enter keys or passwords.

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### 9. What else is needed for a usable restore?

Describe application, device, network and access dependencies, and the approved safe restore destination.

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### 10. How will the team judge whether a restore is usable?

Agree sample files or records, integrity and business checks, observed timing and the acceptance owner.

Answer

Source / owner / date

### 11. What should happen after a recovery test or incident?

Agree cleanup, re-protection, follow-up review and the next exercise.

Answer

Source / owner / date

### 12. Which recovery costs should the proposal include?

Consider licenses, storage, data transfer, tests, incident labor and work your team will provide.

Answer

Source / owner / date