

SPECIAL REPORT



Top 5 Secret Disaster Recovery Techniques of Successful Companies

Courtesy of:

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We've all learned numerous lessons from the events of September 11th, and for each person the lessons have been different. But, two of the more valuable business lessons that were learned are how important it is to:

- a) have an up-to-date, viable, disaster recovery plan in place and;
- b) use off-site data back-ups.

One of xynoMedia Technology's core competencies is developing disaster recovery plans and helping our clients' set-up remote back-up solutions. We've stressed these critical components and happily, our clients are now starting to see how these services apply to them.

Data back-ups are a necessary evil in that, the need for data space always eclipses capacity – or, more aptly put - a capacity that's affordable. And data back-ups are tricky, how do you know what you need? Do you know what you would do if you lost your office tomorrow? What would you do if you lost access to all your data? Your answer should be: go to an alternate location and pull out a loose-leaf binder that contains a step-by-step recovery plan. If that's not possible, then start with the steps below:

1. Keep a list of the software and hardware that you have in your office. Keep these lists updated and off-site. It won't help you if you have all this wonderful information saved to your hard drive that has just crashed.
2. Back up all critical data daily. Make a list of all the data that is mission critical to your operations. Make sure that that data, in particular, is backed-up, off-site every day.
3. Choose a back-up system that is going to be there when you need it. There are all sorts of solutions: CD-RW, DAT (tape), NAS, Ultrium, etc. For our smaller clients, we recommend using a secure Internet-based backing-up solution. For larger clients, we prefer redundant, off-site, out-sourced solutions.
4. Make sure the back-up is easy to do. The more complicated a process is, the more likely it is that the process will be done either incorrectly or not at all.
5. Ensure that the back-up process is being done. Periodically, check the backed up data to make sure that recent data is present.

It may take some time to implement these procedures – after all change can be difficult. However, being able to sleep soundly at night knowing that your critical business data is safe, secure, accessible and intact makes it all worth it. You can't control events that happen during the course of day-to-day business, but you CAN control your level of preparedness and your reaction to those events.

xynoMedia Technology is a technology-consulting firm that specializes in helping companies develop and implement customized, affordable disaster recovery plans. Request a copy of our free, 60-page report "Technology & the Growing Small Business" at <http://www.xynoMedia.com>