



Backup Checklist

Before choosing your backup solution, consider a few key factors to ensure it meets your requirements. This checklist will help you find the optimal backup solution for the protection and availability of your data.

<input type="checkbox"/>	Data size and scalability - What is the scope of the data to be assured? How will the data potentially grow over time? How can future expansions be enabled?
<input type="checkbox"/>	Typ of data - What types of data need to be backed up? Which data is critical or even vital?
<input type="checkbox"/>	RTO & RPO - What is acceptable downtime that can be tolerated? And what is the maximum amount of data loss the business can afford?
<input type="checkbox"/>	Data backup frequency - How often should backups be performed? Should the process be automated? Who carries out the data backup?
<input type="checkbox"/>	How long must / should the data in question be stored? What is the legal requirement?
<input type="checkbox"/>	Security & encryption - Who has access to my data? Do third parties have access to my data? Is my data immutable?
<input type="checkbox"/>	Storage location & redundancy - Where is my data stored? Onsite or offsite backup? What is the data availability in the event of a failure? Which software programmes can be used to restore my data?
<input type="checkbox"/>	Onsite Backup - How do I secure physical access to my server infrastructure?
<input type="checkbox"/>	Responsibility - Should the backup be carried out by the IT department itself or by an external company? Advantages / disadvantages for my company?
<input type="checkbox"/>	Usability & administration - How user-friendly is the backup solution? Pay attention to setup, configuration & ongoing administration.
<input type="checkbox"/>	Compatibility & intergration - Is the backup solution compatible with your operating system, applications & infrastructure?
<input type="checkbox"/>	Costs & budget - What are the start-up costs & ongoing subscription fees? Are there any hidden costs?
<input type="checkbox"/>	Support & reliability - Can I reach someone 24/7 in an emergency? Where is the support centre? What is the support response time?
<input type="checkbox"/>	Outsourced Backup - How reliable is the potential provider of the managed service? Do they have references? How long has the provider been in business?
<input type="checkbox"/>	Inhouse Backup - If the company's own IT department carries out the backup - are the financial resources for the technology refresh cycle guaranteed? Can the IT system be kept up to date?
<input type="checkbox"/>	What risks need to be covered? How do I protect my data against ransomware attacks (immutable backup) or natural disasters?
<input type="checkbox"/>	What legal regulations need to be observed? Do I need an order processing contract?
<input type="checkbox"/>	Do I need a certificate as an enclosure to the annual business report? Who will issue it for me?
<input type="checkbox"/>	Backup Rule - Do I comply with the 3-2-1 backup rule? 3 copies on 2 media, 1 of which is external

