**Getting started with your disaster recovery budget**

The below template is a blank slate that disaster recovery personnel can use to outline budget requirements. These requirements will vary by organization, so you can modify the template as needed. A budget draft is a clear and organized way to present DR needs to upper management and justify expenses.

Before filling out the template, it can help to answer the following funding questions:

* Where is the money coming from to pay for disaster recovery expenses? Some organizations use corporate funding, while others rely on business unit funding, including security or human resources departments. Others use IT funding. Find out where the funding will come from in your organization.
* What does the disaster recovery plan require the organization to invest in? Investments can include new storage hardware, off-site recovery locations, emergency communications, staffing needs or emergency supplies.
* What is the timeline? How much should the organization invest now, next year and five years ahead? What do DR teams need immediately and what can they plan to fund in the long term? Cloud or off-site data storage locations might be short-term expenses, but building out a DR team or creating a remote office are budget items that will take longer. Be clear about when investments will be required and how the budget might change over the next few years.
* Can you justify ongoing investment in DR? Disaster recovery is not a one-and-done expense. Data protection and preparations for a rapid recovery are long-term concerns. Along with outlining your needs in the budget template, it can help to also bring examples of expenses associated with failing to plan for a ransomware attack or natural disaster.

| **BC/DR/Resilience** **Department Budget** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Jan** | **Feb** | **March** | **April** | **May** | **June** | **July** | **August** | **Sept** | **Oct** | **Nov** | **Dec** | **Total** |
| **Staffing** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Department Manager/Director |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Senior Analyst |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Analyst |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Office Administrator |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Emergency Team  |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Incident Response Team |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Contractors |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| **Total Staffing:** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Internal Website** |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Website Development (one-time cost) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Hosting |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Programming |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Maintenance |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| **Total Website:** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Program Office** |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Office Space (Headquarters) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Office Space (Remote Offices) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Environment, e.g., HVAC |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Furniture |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Electric |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Phone (Land Lines) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Phone (Wireless) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Smartphones |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Local Area Network (LAN) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Internet Access |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Security, e.g., Antivirus, Ransomware |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Physical Security, e.g., Biometric Access |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Email and Office Applications |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Office Supplies |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| COVID-19 Supplies (Masks, Hand Sanitizer) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Postage |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Vital Records Storage |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Emergency Disaster Funds |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Emergency Operations Center |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Resources for Remote Working |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Other |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| **Total Program Office:** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **BC/DR/Resilience Management System** |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Program Administration |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Senior Management Coordination |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Technology Assessment |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| IT Coordination |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Risk Analyses |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Business Impact Analyses |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Policies and Procedures |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Plan Development/Updating |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Documentation |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Plan Exercising |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Plan Maintenance and Review |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Training and Awareness/Company Culture |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Incident/Emergency Management |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Media Management |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Vendor Management |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Records Management |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Auditing/Compliance |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Continuous Improvement |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Organizational Resilience Activities |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Other Activities |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| **Total Management System:** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Special Systems and Technology** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hot Site |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Cold Site |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Managed Services, e.g., Cloud Backup |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Cloud DR/BC as a Service |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Alternate Network Services |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Alternate Office Space |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Remote Working  |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Data Backup and Recovery |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Notification/Alerting Systems |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Mobile Recovery Systems |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Disaster Recovery Technology |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| BC/DR/OR Software |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Cybersecurity Systems |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Pandemic-Related Systems and Services |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| System/Software Maintenance |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Emergency Comms, e.g., Satellite Phones, Two-Way Radios |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| **Total Special Systems:** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Education and Training** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Virtual Webinars/Podcasts |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Virtual Attendance at Conferences |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| On-Site Attendance at Conferences |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Incident Response Team Training |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Technology Response Team Training |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Business Recovery Team Training |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Employee Awareness and Training |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Professional Memberships |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Professional Certifications |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Subscriptions |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Other |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| **Total Education and Training:** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other Expenses** |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Travel (Other Than for Conferences) |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Health-Related Expenses |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| Miscellaneous |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  | 0.00 |
| **Other Expenses Total:** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Budget** |  |  |  |  |  |  |  |  |  |  |  | **0.00** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |