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This questionnaire is intended to assist you to determine the best way to manage the backup of your information.
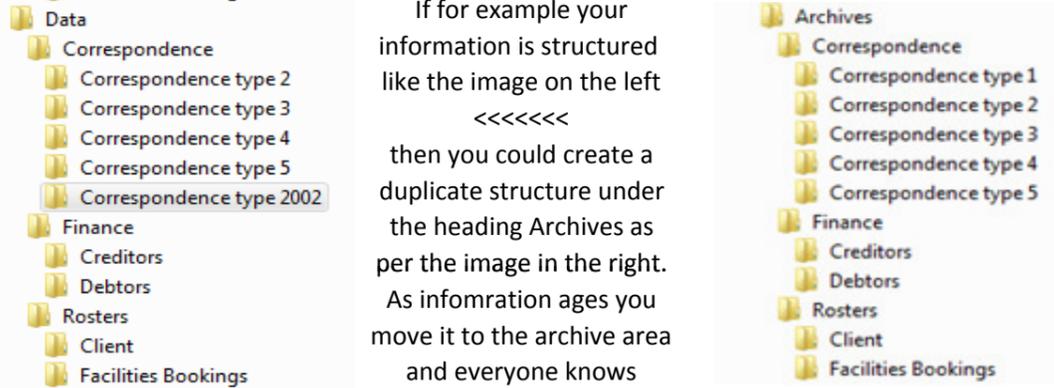
The questionaire is divided into two sections, and is for auditing your backup if you have one in place, or gathering the information to establish one.

A number of factors influence how successful the backup is/will be. Even a "Grab em all" approach has its pitfalls. If the job takes too long, you may miss information, if the job tries to backup files that are in use, they may never get backed up.

A good backup process helps in many ways
* You can be confident that your data is secure, and not susceptible to loss
* Accidental deletion or corruption is no longer a crisis with a well designed backup process
* It forms part of a good information management strategy for your business. Every business incurs time wastage when staff are forced to "Trawl" the server for information. If the structure of your data is well established new staff can find their way around easier, and hence be more productive sooner
* Yes disk space is getting cheaper, but the process of adding additional disks is expensive
* By having some knowledge about how you manage your information, you are less reliant on External IT Services, keeping costs down
* A good information management system will help you when you are involved in legal action, or being investigated by Workcover or the ATO

It looks like a lot of work, and some parts are. You will however learn a lot about your information, and develop a sound maintenance process into the bargain that will benefit your business.

SECTION 1			
Item	**Description**	**Response**	**Notes**
1 **About My Data**			
Critical files need to be identified to understand how they are being used. If critical files are being used while the backup is running, they may not get backed up at all.			
1.1 Do you know which are your most critical files to protect?	The type, quantity, and when they are used will determine how the backup must work	Yes	No. See 1.2	
1.2 If no, spend some time to consider…	Which files that if lost would have the biggest impact on the business e.g. Financial Data.			
1.3 Are there any files, that would warrant immediate recovery?	You may have some files that if restored quickly, will enable your business to function at some level. Financial Data if restored from a convenient location would enable you to operate in a basic capacity until all data was recovered.	Yes. See 1.4	No	
1.4 What time of day are they in use and is there a pattern?	You most likely use certain programs constantly throughout your day. If the files they use are open at the time the backup runs, they may not get backed up ever.			
2 **What types of data do you have**			
The goal is see what really needs to be backed up each day. If you "back the lot up", you wait longer for it to complete.			
2.1 Are there directories and files that don't change at all?	Do you have directories in which files are only used for reference. These may only need to be written to a DVD and recovered from the DVD when required. To back all files up adds to the time you must wait for it to complete.	Yes	No	
2.2 If you answered yes, can these be moved?	Its always a good practice to separate "LIVE" data from "ARCHIVE" data. You may find it a simple matter of creating an area called ARCHIVES, with a similar directory structure to your live data, in which the rarely used files can live and be excluded from the day to day backup.	Yes	No	

2.3	Option 1 separate drive mapped		Option 2 Separate Archive data under your existing structure

2.4 How diligent are you at maintaining your information?	Is there "Stuff" you can delete - Trial versions of old software - data that you don't *r e a l y* need - those PDF's containing information about a topic no one can remember.	You could tell me but then you'd have to kill me … right !!	

3 **Backup Timing**			
You want to go home, and be confident all the backups have captured all your data, and are done successfully, so you can sleep at night.			
3.1 Do you want the backup to finish at a	If you need to backup a large amount of data, it could take quite some	Yes	Yes	

	timely point?	time. You may not want to have staff on the payroll sitting waiting for the backup job to finish.			

SECTION 2

	Item	Description	Response		Notes
4	**How Much Data**				
	Identify how much information needs to be backed up, or is being backed up.				
4.1	Do you have a backup in place now?	What is your current backup system, dont be afraid to ask questions of your IT support vendor to provide you with some details.	Yes	No. See 4.2	
4.2	If no, spend some time to consider...	How much will we be backing up. This will determine the cost of your backup and how effective it will be. Use all the questions in Section 1 to help determine this.			
5	**Perform Your Own Audit**				
	Look at the logs - you will find one of two things - Re-assurance or Horror				
5.1	How sucessful is your current backup	Are all the files that should be, getting backed up. What is the real result			
6	**Frequency and Level of Protection**				
	You will know how important your information is. Some is critical (ie who owes you money) while some if lost you'd get over it. These questions help you determine the life of your information				
6.1	What would happen if?	An important file was deleted and nobody noticed for a few weeks, perhaps months. Would it matter			
		A virus infected files and had been laying dormant for some time, say months. Do you have information that if lost, would significantly impact your business.			
		you found that the DVD/CD you had been writing your files to, faded. Most brands of Writable CD's/DVD's have a limited life, the dye that holds your data fades and become unreadable over time.			
6.2	How Long does my backed up data need to exist to protect me.	An important file was deleted and nobody noticed for a few weeks, perhaps months. Would it matter			
		A virus infected files and had been laying dormant for some time, say months. Do you have information that if lost, would significantly impact your business.			
		you found that the DVD/CD you had been writing your files to, faded. Most brands of Writable CD's/DVD's have a limited life, the dye that holds your data fades and become unreadable over time.			

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