



PROPOSAL KIT SAMPLE

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1. Introduction

1.1 Purpose of this document (Objectives)

<< Insert the purpose of this document, its objectives, and its intended audience. >>

Example: The purpose of this document is to formally recognize and codify the policies and procedures <<Company>> wishes to enact in order to both safeguard the Company's Business and ensure its continuity in the event of a disaster or other event. The goals and objectives listed in this plan are meant to allow the Company to minimize any interruption to its businesses and individual recovery plans may be enacted to safeguard and restore specific Company resources, assets or business process. In order to continue its business operations, The Company provides its Employees, Staff and Vendors this Disaster Recovery Plan (DRP) as an overview of the required steps and policies to be enacted following an emergency.

1.2 Scope of Document

<< Insert description of the scope of this Disaster Recovery Plan and whether this covers the entire company; a specific business unit or department; or shall be governed or supersedes other policy documents that may already be in place. >>

1.21 Scope Constraints

<< Insert constraints, such as schedules, costs, interactions, overview, or any other information relevant to the testing of the development requirements. >>

1.3 Goals of this Plan

The rest of the content has been removed from this sample. The entire 21 pages of the document are included in:



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