



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 investment in their Software and to ensure that in the event of a disaster the Company can minimize any interruption to its businesses. The Company recognizes that its Software is an important part of its continued business operations and this plan provides <<Company>> Employees, Staff and Vendors this Software Disaster Recovery Plan (SDRP) 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 Software Disaster Recovery Plan. Describe whether this covers the entire company or a specific business unit or department, and whether this plan shall be governed by or supersedes other policy documents that may already be in place. >>

1.2.1 Scope Constraints

<< Insert constraints, such as schedules, costs, interactions, overview, or any other information relevant to the Software Disaster Recovery Plan. >>

1.3 Goals of this Plan

<< Insert an overview or brief description of the product, software, or other desired end result that is included in this Software Disaster Recovery Plan. >>

The rest of the content has been removed from this sample. The entire 18 pages of the document are included in:



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