Downtime Analysis Worksheet

System/Application	Downtime (hours)	Solution

Key
Downtime = Solution
No Downtime = Zero Downtime
Less than 24 Hours = Hot Site
More than 24 Hours = Cold Site

How to use this worksheet

1. Write all your systems and applications in the column marked “System Application” above.
2. Ask yourself the following question: How many hours can we be without our _____ (email, accounting, etc.) system?
3. Write your numerical answer in the space provided under the “Downtime” column
4. Repeat until you have a downtime amount for all systems listed
5. Using the solution key above, write in the appropriate solution under the “Solution” category.

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