Ensuring Business Continuity & Disaster Recovery

Part 1: Office Roleplay Dialogue

Scenario: An IT Technician, Kenji, is working with his colleague, Arisa, on creating a disaster recovery and business continuity plan for their company.

Arisa: Hey Kenji, I was reviewing our company's disaster recovery strategy, and I think we need to clarify some of our objectives.

Kenji: That's a good idea. We need to define our **Recovery Time Objective (RTO)** and **Recovery Point Objective (RPO)** more clearly.

Arisa: Right. If I remember correctly, **RTO** is the maximum acceptable time our systems can be down after a disaster, right?

Kenji: Exactly. And **RPO** is the maximum amount of data we can afford to lose, measured in time. If our RPO is four hours, that means we need backups every four hours to prevent excessive data loss.

Arisa: That makes sense. Now, if our main data center goes down, where would we recover our operations?

Kenji: That depends on the type of **failover site** we set up. We have three options: a **hot site**, a **warm site**, and a **cold site**.

Arisa: I know a **hot site** is a fully operational backup system that can take over immediately, but what about the other two?

Kenji: A **warm site** has most of the necessary infrastructure, but it still requires some setup before it can go live. A **cold site**, on the other

hand, is just an empty facility with basic utilities—it takes the longest to set up.

Arisa: I see. So, for a company like ours, a **warm site** might be the best balance between cost and speed.

Kenji: Exactly. We also need to ensure we have a strong **Incident Response Plan** to handle security threats and unexpected failures effectively.

Arisa: That's a great point. I'll update the documentation and schedule a test drill for our recovery plan next month.

Kenji: Sounds good! Let's make sure we're fully prepared for any potential disruptions.

Part 2: Comprehension Questions

1. What does RTO (Recovery Time Objective) define?
(A) The amount of time a system can be down before recovery ✅
(B) The total cost of disaster recovery planning
(C) The number of employees needed for IT support
(D) The total number of backup servers in a company

2. What is the difference between a hot site and a cold site?
(A) A hot site is cheaper to set up than a cold site
(B) A hot site requires setup time, but a cold site is always operational
(C) A hot site is a fully operational backup system, while a cold site requires setup before use ✅
(D) A hot site is a physical backup, while a cold site is cloud-based

3. Why is RPO (Recovery Point Objective) important?

(A) It identifies the total number of IT technicians needed for recovery

(B) It measures how fast a server can process data

(C) It calculates the cost of data storage for a company

(D) It determines how frequently backups should be made to minimize data loss ✅

4. What is the purpose of an Incident Response Plan?

(A) To monitor daily internet usage in the office

(B) To provide a detailed plan for responding to IT security incidents and system failures ✅

(C) To improve computer processing speed

(D) To limit employee access to social media during work hours

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Part 3: Key Vocabulary Definitions in Japanese

1. **Recovery Time Objective (RTO) (復旧時間目標)** – システム障害後、業務が再開されるまでの最大許容時間。

2. **Recovery Point Objective (RPO) (復旧ポイント目標)** – データ損失を最小限に抑えるために、どのくらいの頻度でバックアップを取るべきかを決める基準。

3. **Failover Site (フェイルオーバーサイト)** – メインのシステムがダウンした際に、業務を引き継ぐバックアップサイト。

4. **Hot Site (ホットサイト)** – すぐに業務を再開できるフル稼働状態のバックアップ施設。

5. **Warm Site (ウォームサイト)** – 一部のシステムやデータが事前に準備されており、短時間で復旧可能なバックアップ施設。

6. **Cold Site (コールドサイト)** – 基本的なインフラのみが整備されており、運用開始には時間がかかるバックアップ施設。

7. **Incident Response Plan (インシデント対応計画)** – セキュリティ侵害やシステム障害が発生した際の対応手順を定めた計画。

Part 4: Questions & Correct Answers

1. **What does RTO (Recovery Time Objective) define?**
   ✅ (A) The amount of time a system can be down before recovery

2. **What is the difference between a hot site and a cold site?**
   ✅ (C) A hot site is a fully operational backup system, while a cold site requires setup before use

3. **Why is RPO (Recovery Point Objective) important?**
   ✅ (D) It determines how frequently backups should be made to minimize data loss

4. **What is the purpose of an Incident Response Plan?**
   ✅ (B) To provide a detailed plan for responding to IT security incidents and system failures