

- Determine the person responsible for the data backup**
    - IT administrator
    - Users and users following instructions
  
  - Classify data and write down important directories**
    - business-critical data
    - personal information
  
  - Select backup cycles according to your own requirements**
    - Data backup after closing time or after every file change?
    - Backup daily, weekly or monthly?
  
  - Select the appropriate backup type and storage medium**
    - Incremental, differential or full backup?
    - Observe the data protection of the storage media
  
  - Develop a backup strategy**
    - 3-2-1 backup method as a basic principle
    - Multi-generation backup method as optimization
  
  - Create a recovery plan**
    - What happens in the event of data loss?
    - How long does it take to restore a failed server?
-