

2018/2019 Disaster Recovery Plan Test Report

Directions: Please complete this report following your test and post your test plan and test results to the DRP SharePoint site. Refer to the following page for resources and assistance. Thank you.

Disaster Recovery Plan Information	
Unit Name	
Date of Test	
IT Disaster Recovery Leader	
IT Disaster Recovery Planning Coordinator (and test coordinator)	
Test Participants & Recovery Roles	
Test type	
<input type="checkbox"/> Unit Test(s) Discussion stepping recovery team members through each part of the Plan content	
<input type="checkbox"/> Failover Test(s) Discussion stepping recovery team members through each part of the Plan content	
Test Results: Success Factors	
Test Results: Opportunities	
Test Results: Mitigation Measures (include target completion date and who will complete it)	
Plan updated with revised (check all that apply)	
<input type="checkbox"/> Testing log	<input type="checkbox"/> Other (please specify) <ul style="list-style-type: none"> System priorities adjusted (Radiology systems before Lab systems) per discussion with clinical leaders
<input type="checkbox"/> Contact information	
<input type="checkbox"/> Recovery team members/roles	
Approval (for Fire Safety & Emergency Planning completion only)	
<input type="checkbox"/> Test report RECEIVED	Date:

How to Test Your Disaster Recovery Plans in 2018/2019

1. Conduct unit test(s) or failover test(s) for 1/3 of your unit's "critical" systems, as defined in the IT portion of your unit's BCP.
 - ✓ SaS and/or cloud-based solution vendors must provide SOC or an SOC equivalent.
 - ✓ Attach your test plan documentation.
 - ✓ Indicate, on this form, what type of testing you conducted.
 - ✓ List the test's primary success factors.
 - ✓ List all of the test's fail points.
 - ✓ List each fail's mitigation measures, when the mitigation is anticipated to be in place, and who from your team is responsible for implementing the mitigation.
2. Complete the Test Report and post to the secure DRP SharePoint site.