**Disaster Recovery (DR) Test Report**

*A disaster recovery test is a process of implementing detailed testing to ensure that a business can restore or recover critical applications, data and continue business operations in the event of a severe interruption of any type.*

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| **Disaster Recovery Test Basic Information** |
| Date of the Disaster Recovery Test: |  | Time of DR Test Initiation: |  |
| Date of the Last DR Test: |  | Closure Time of DR Test: |  |
| Locations Involved: |  |
| Recovery Participants: |  |
| **Disaster Recovery Scenario/Test Type & Information** |
| The Subject of the Simulated Disaster: | [ ] Ransomware [ ] Power Disruption [ ] Natural Disaster (Weather/Hurricane/Flood/Wildfire/Earthquake/Drought)[ ] Pandemic (Move to remote work)[ ] Human-Caused (Administrator/Employee Data Deletion)[ ] Hardware Failure (Mass Storage/Server Failure) [ ] Key staff loss (Organizational Departure/Death/Illness) |
| Type of DR Test: | [ ] Plan Review – Detailed plan review to find/discover inconsistencies[ ] Tabletop Exercise – Stakeholders walk through all components of a DR plan to ensure everyone knows their role in the event of an emergency[ ] Simulation – Running through a scenario to see if your IT teams can promptly restart systems, networks, technologies, or business operations. |
| Describe the Test Scenario: |  |
| Will the DR Test Impact Live Business Operations?*If the answer is yes, the test needs to be coordinated with applicable business partners and any preparations for lasting business impact.*  | [ ] Yes[ ] No |
| If a simulation, has the plan been reviewed with stakeholders? (Initiator, local participants, local management, etc.)? | [ ] Yes[ ] No | If the simulation test could impact local operations in production, has the test been reviewed and approved by necessary leadership? | [ ] Yes[ ] No |
| What are the Goals for this Test? | [ ] Testing DR Plan Function[ ] New Systems or Personnel Being Tested[ ] Gaining Feedback on Effectiveness of Policy/Procedure[ ] Updating DR Plan Process/Information |
| Does this test simulate any potential data loss? If yes, what type? | [ ] No[ ] Loss of Data (Folder/Database/Drive)[ ] Loss of an Application (Security misconfiguration/Bad Application Update/Negative System Configuration)[ ] Loss of a System (Hardware Failure/Virtual Server Failure)[ ] Loss of a Business Location[ ] Loss of Operations (Worst-Case Scenario) |
| **Recovery Objectives & Outcomes** |
| Recovery Point Objective:*A measure of backup frequency. Can you afford to lose 5 minutes of data, a full day, an entire week? How much data will be lost or need to restore after an outage?* |  |
| Recovery Point:*If a real disaster occurred, how much data would have to be restored and from where?* |  |
| Recovery Time Objective:*The duration of time within which business systems must be restored after a disaster to avoid unacceptable consequences to the business. May include the maximum time before the operations are no longer financially viable.* |  |
| Actual Recovery Time:*How much time did it take teams to restore service and close the incident from the initial call, email, or notification to spur the disaster?* |  |
| Describe the outcomes of the disaster recovery test.*The description should include how the test played out in detail—the report should help in future planning, revisions to policy, training, etc.* |  |
| Did the disaster recovery test cause any lasting impact on the location or service? | [ ] Yes[ ] NoIf yes, please describe: |
| **Policy or Procedure Changes** |
| Are there any necessary changes to the disaster recovery plan in question? | [ ] Yes[ ] No, the plan worked in wholeIf yes, please describe: |
| Are any other changes required?*These changes could include staffing, policy, hardware, etc.* |  |
| Was there any human error during the test?*Please note that any names should be anonymized. The purpose of the test is not to place blame, only to improve for a real disaster.* | [ ] Yes[ ] NoIf yes, please describe a follow-up plan for training/remediation: |
| **Disaster Recovery Testing Closure** |
| Was the test completed with incident closure and complete restoration?*Testing might not have been achieved if a problem arises in carrying out a test if something interrupted the test, a location requests to reschedule, or otherwise. An interruption may require a DR test to be rescheduled.* | [ ] Yes[ ] NoIf no, please describe: |
| Should the test be reconducted in short order based on results? | [ ] Yes[ ] No |

Sources:

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