**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  No  If 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 whole  If 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  No  If 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  No  If no, please describe: | | | | |
| Should the test be reconducted in short order based on results? | | Yes  No | | | | |

Sources:

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