# SYSTEM NAME Contingency Plan functional exercise

Scenario name: “SCENARIO NAME”

#### DATE

*Based on NIST SP 800-84 Sample Functional Exercise Scenario (starting on page B-2).*

## Background to send to participants

We’ll test our contingency plan with a functional exercise meant to practice it and help us improve it. This will include both our operational steps and a technical exercise.

The scenario: BRIEF DESCRIPTION

## Scenario events list

|  |  |  |  |
| --- | --- | --- | --- |
| **Event #** | **Event description** | **Expected actions resulting from event** | **Objectives** |
| 1 | We try a routine release of new code | *Supporting inject: #1*  We try our normal deploy process. | This is a routine step. |
| 2 | The release corrupts a database. | *Supporting inject: #2*  The customer application goes down, because the application database is corrupted.  We need to notice the problem and start making a plan.  We need to identify the cause, restore a backup of the database, and fix the deployment.  We identify that this will take longer than [x amount of time], and we activate the Contingency Plan. | Recognize when we need to activate the Contingency Plan.  Recognize that we need to restore from backup. |
| 3 | Activate the Contingency Plan. | We communicate with everybody listed in our plan. | We test our communications plans and processes for the “activation and notification” stage. |
| 4 | Restore from backup. | We do the technical work to restore the database. | We do a technical test of restoring from backup.  We test our communications plans and processes for the “recovery” stage. |
| 5 | We finish the deployment and bring back applications. | We communicate with everybody listed in our plan. We also plan a retro. | We test our communications plans and processes for the “reconstitution” stage. |

## Injects

|  |  |  |
| --- | --- | --- |
| **Inject #** | **Scheduled time** | **Inject contents** |
| 1 | When the exercise begins | **Date/time:**  **From:**  **To:**  **Means of delivery:**  **Content:** |
| 2 | After the team responds to inject #1 | **Date/time:**  **From:** Stakeholder (such as management or a member of the public)  **To:** Team email  **Means of delivery:** Email  **Content:**  Hi team,  We’re seeing "404 Not Found: Requested route ('my-app.app.cloud.gov') does not exist." for this application. What’s wrong?  Thanks,  Stakeholder |

## Exercise notes

*Directions to note-taker: include timestamps.*

Participants:

Note-taker:

## Post-exercise discussion outline

Participants:

Note-taker:

Questions to discuss include:

* What went well?
* What didn’t go well?
* Was the structure of the exercise realistic?
* Did you have all of the information and resources you needed?
* What actions should we take to improve our system, contingency plan document, contingency plan training, or contingency plan exercises?

## After action report outline

**Introduction**

**Scope**

**Objectives**

**What happened**

**Findings (observations and recommendations)**