**Scenario Outline**

|  |  |
| --- | --- |
| **Test scenario** | [Simulation Disaster Scenario] |
| **Remedial actions required** | [Actions |
| **Goal(s) of test scenario** | [Main Goal of Test Scenario] |
| **Date of test** | [Date, DD/MM/YYYY] |
| **Type of test(s) to be performed** | X Walkthrough  Simulation  Parallel Test  Full-Interruption Testing |
| **People/groups/departments involved in test** | E.g. DRP Team |
| **Downtime forecasted** | [Time in Hours and Minutes] |

**Assignment of Action Items**

|  |  |
| --- | --- |
| **Action Item** | **Person Assigned to Action Item** |
| Recovery Control Meeting | E.g. DRP Project Manager |
| Restoration of Data | E.g. Tier 3 |

**Testing Documentation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Action** | **Team** | **Results/Comments/Time** |
| 1 | [Action Item] | [Team] | [Results/Comments/Time] |
| 2 | [Action Item] | [Team] | [Results/Comments/Time] |
| 3 | [Action Item] | [Team] | [Results/Comments/Time] |

**Simulation Checklist**

|  |  |  |
| --- | --- | --- |
| **Step** | **Simulation Checklist** | **Results** |
| 1 | Did the recovery team have adequate information to restore the service? | [Results] |
| 2 | Was the documentation readily available to assist the team? | [Results] |
| 3 | Were all resources and tools available to do the job? | [Results] |
| 4 | Were the right people involved on the teams? | [Results] |
| 5 | How long did it take to restore this service? | [Results] |

**Remedial Actions Required**

|  |  |  |
| --- | --- | --- |
| **Remedial Action Required** | **Person/Team Assigned to Action Item** | **Expected Date of Completion** |
| [Remedial Action] | [Team] | [Date, DD/MM/YYYY] |
| [Remedial Action] | [Team] | [Date, DD/MM/YYYY] |