

**<Company Name / Logo>**

## Business Continuity Plan – Table-Top Exercise Plan and Report

<b>Document Title:</b>	<Company Name> BCP Table-Top Exercise
<b>Author:</b>	<Authors Name & Title>
<b>Version:</b>	0.1
<b>Date:</b>	<Month, Year>
<b>Project Sponsor:</b>	<Name & Title>

<b>SIGN-OFF</b>	
<b>Project Sponsor:</b>	<div style="border-bottom: 1px dotted black; height: 40px; width: 100%;"></div>

## Overview

This document provides a checklist for conducting a Table-Top Exercise, or walk-through, of the <Name of BCP> and also contains a *Report and Findings* section for documenting the outcomes of the exercise and any remedial actions required as a result.

The purpose of this exercise is to ensure that the strategies, plans and procedures that have been put in place are fully understood by all concerned and are fit for purpose.

The Table-Top approach, or method, is an industry accepted practice and means of participants simulating the activation of the BCP in a meeting room environment.

This exercise is designed to identify problem areas. The success of an exercise can be measured by the value which is gained from its performance, particularly in the area of problem identification and resolution.

This document is broken in to three sections and contains the following:

### Planning

- Test Objectives
- Resources
- Exclusions from the exercise
- Support requirements

### Checklists

- Invoking the Plan
- Scope of the Plan
- Recovery Organization and Structure
- Roles and Responsibilities
- Processes
- Procedures
- Contact Lists
- Document Management

### Exercise Report and Findings

- Results
- Actions Items
- Sign-off

## PLANNING

<b>Name of Plan Being Exercised</b>	<Name & Version number of BCP>
<b>Location of Exercise</b>	<Insert Location of Exercise>
<b>Date &amp; Time of Exercise</b>	<Insert Date & Time>
<b>Duration</b>	<Insert Intended Duration>

<b>Testing Objectives</b>	<ul style="list-style-type: none"> <li>• All staff are fully aware of their responsibilities and duties;</li> <li>• Assess if Staff training has been adequate;</li> <li>• All necessary recovery resources are available as detailed in the recovery plans;</li> <li>• All essential supplies can be obtained as anticipated;</li> <li>• All documentation has been kept current and reflects current arrangements and procedures;</li> <li>• Bottlenecks, uncertainties, and unsuitable procedures are identified and resolved prior to any recovery incident;</li> <li>• Alternate facilities to be utilised in a recovery meet all requirements; and</li> <li>• Senior management are comfortable that the Plan will work as expected.</li> </ul>
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Resources as described within the BCP	Required for Exercise	
	YES	NO
Senior Management & Key Staff	X	
Documentation - Hard Copy	X	
Documentation - Electronic		X
Meeting Room	X	
Tele-Conference Facility	X	
Alternate Office Facility		X
Disaster Recovery Data Centre		X
Disaster Recovery Data Networks		X
Third-Party Experts	X	
<b>Exclusions from this Exercise</b>		
Actual activation of recovery systems and procedures – this exercise is a simulation only.		
<b>Support Requirements (Equipment, staff, facilities, documentation, scripts)</b>		
Crisis Management Leader and recovery Team Leaders as nominated by in the BCP.		

## CHECKLISTS

		YES	NO	COMMENTS
<b>Plan Activation</b>				
1	Is the individual authorized to activate the Business Continuity Plan clearly identified?			
2	Is a secondary or delegate identified that has the authority to activate the Plan if the primary person is not available?			
3	Is the individual and delegate fully aware of their responsibility to activate the Plan?			

		YES	NO	COMMENTS
<b>Scope of the Plan</b>				
1	Is the objective(s) of the Plan clear?			
2	Are the recovery timing requirements defined?			
3	Are the recovery timing requirements still valid?			
4	Are the business critical or 'core' processes clearly defined?			
5	Are all out-of-scope items, or exclusions, clearly identified?			
6	Does the scope of the Plan include provisions for recovery validation?			

		YES	NO	COMMENTS
<b>Recovery Organization and Structure</b>				
1	Is the recovery team structure, or organization, clearly articulated?			
2	Are all key business units represented within the Recovery Organization?			
3	Do key members of the Recovery Organization have assigned delegates, if the primary person was unavailable?			

		YES	NO	COMMENTS
<b>Roles and Responsibilities</b>				
1	Are the Roles and Responsibilities defined, and is enough detail provided?			
2	Do the roles and responsibilities detailed within the Plan align to the normal daily roles of the individuals?			

		YES	NO	COMMENTS
<b>Processes</b>				
1	Is the recovery strategy clear and easy to understand at a glance?			
2	Is there a process for resuming the business back to normal operations			
3	Is a process for capturing the information and issues after the disaster recovery efforts have been completed - i.e., A debrief session or post incident review?			
4	Is there a suitable process for establishing and maintaining a Command Centre?			
5	Have periodic status checks been introduced to monitor the status and			

		YES	NO	COMMENTS
	suitability of the risk control measures provided by this plan?			

		YES	NO	COMMENTS
<b>Procedures</b>				
1	Do the procedures included within the Plan appear suitable and rational?			
2	Do the action lists contain sufficient detail?			
3	Do manual activities, and any alternative business processes, included in your Plan appear robust enough to handle a range of disaster scenarios?			
4	Are all of the key systems that need to be recovered listed, and include a recovery priority?			

		YES	NO	COMMENTS
<b>Contact Lists</b>				
1	Does the contact list include the details of all individuals that have a role in the Plan?			
2	Are the contact details of all key suppliers and/or third-parties present and accurate?			
3	Are key client contact details available?			
4	Are business hours and after hours contact details available for all individuals or organizations listed?			

		YES	NO	COMMENTS
Document Management				
	Is a document management process or system used to maintain version control of the Plan?			
	Does a process exist to ensure the Plan is reviewed at least annually or as a result of significant business change?			
	Do all Team Members have a hardcopy of the Plan made available to them at work and at home?			

## Exercise Report & Findings

<b>PLAN NAME:</b>	<b>Test Method:</b>	Table-Top
	<b>Test Leader:</b>	
<b>Scenario (If applicable)</b>	<b>Scenario Name:</b>	
	<b>Description:</b>	

## EXERCISE RESULTS

<b>What were the key objectives for this test?</b>	The exercises function was to ensure completeness of the recovery processes and procedures and that the level of detail is sufficient.
<b>What worked well?</b>	The plans structure was easy to read and follow.  Roles and responsibilities were helpful
<b>What did not work well?</b>	Some of technical recovery procedures and actions were out of date and need to be reviewed.
<b>What were the major lessons learned?</b>	More training and awareness sessions are required to ensure that all Staff are aware of their responsibilities.
<b>What arrangements are there for updating the Business Continuity Plan?</b>	Teams will reassess the BCP and then re-test the BCP
<b>If an independent observer was used, what were the key findings?</b>	The independent agreed with the findings of the report.

## ACTION ITEMS

No.	Description	Person Responsible	Due By	Date Completed
1	Review Technical Procedures in more detail and rerun Table-top exercise	Team Leader		
2	Schedule next exercise once BCP has been updated	Team Leader		
3	Review and Updated contact lists	Team Leader		
4	Review offsite Hardcopies of the Plan to ensure correct version is held	Team Leader		