FY22 Disaster Recovery Plan Test Report

**Directions**: Please complete this report following your test and post your test plan and test results to the DRP SharePoint site. Refer to page 2 for resources and assistance. Thank you.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disaster Recovery Plan Information** | | | | |
| **Unit Name** |  | | | |
| **Date of Test** |  | | | |
| **IT Disaster Recovery Leader** |  | | | |
| **IT Disaster Recovery Planning Coordinator (and test coordinator)** |  | | | |
| **Test Participants & Recovery Roles** |  | | | |
| **Test type** | | | | |
| **Unit Test(s)**  Discussion stepping recovery team members through each part of the Plan content  **Failover Test(s)**  Discussion stepping recovery team members through each part of the Plan content | | | | |
| **Test Results: Success Factors** | | | | |
|  | | | | |
| **Test Results: Opportunities** | | | | |
|  | | | | |
| **Test Results: Mitigation Measures (include target completion date and who will complete it)** | | | | |
|  | | | | |
| **Plan updated with revised** (check all that apply) | | | | |
| **Testing log** | | | **Other (please specify)**   * System priorities adjusted (Radiology systems before Lab systems) per discussion with clinical leaders | |
| **Contact information** | | |
| **Recovery team members/roles** | | |
| Approval *(for Fire Safety & Emergency Planning completion only)* | | | | |
| **Test report RECEIVED** | | **Date:** | |  |

**How to Test Your Disaster Recovery Plans in 2020**

1. Conduct unit test(s) or failover test(s) for *all* of your unit’s “critical” systems, as defined in the IT portion of your unit’s BCP.
   * SaS and/or cloud-based solution vendors must provide SOC or an SOC equivalent.
   * Attach your test plan documentation.
   * Indicate, on this form, what type of testing you conducted.
   * List the test’s primary success factors.
   * List all of the test’s fail points.
   * List each fail’s mitigation measures, when the mitigation is anticipated to be in place, and who from your team is responsible for implementing the mitigation.
2. Complete the Test Report and post to the secure DRP SharePoint site: [SharePoint Link](https://uscedu.sharepoint.com/sites/usc-dr-repos/Shared%20Documents/Forms/AllItems.aspx?viewpath=%2Fsites%2Fusc-dr-repos%2FShared%20Documents%2FForms%2FAllItems.aspx)