LEAP

Disaster Recovery Test

LEAP Initiated Self Test

Client Serviced: LEAP – Global Client

Testing Performed By: LEAP Group IT Team

Test Performed On:

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Purpose of this Document

The purpose of this test document is to facilitate test planning, test execution, test review, and corrective action to plans developed for LEAP service(s).

This document can be considered a "baseline" throughout the phases of the exercising process, independent of the type of exercising being performed.

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Test

Scope of Test

Scheduled Date and Time of Test

Start Date/Time	Finish Date / Time

Type of Test

Highlight Box Indicating Test Being Conducted
Orientation Test
Drill
Functional Test
Full Scale Test

Plans to be tested

BC Plan Name(s)	Scope of Execution
Full Recovery Testing	Perform Full Restore of Indicated Services
Partial Recovery Testing	Perform Partial Recovery of Specific Files

Test Goals

Goal(s)
The goal of the testing is to show recovery operation of our Disaster Recovery process which implies that all network configurations are backed up and the backups are accessible and archived securely. The network test will prove that the backup and restore functionalities are fully operational and can be performed without error should the need arise.

Test Objectives

Objectives
Perform a full in-place recovery of the designated service(s) from a previously archived backup location.
Perform a partial recovery of specific files from the same archived backup.

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Execution Scenario

Test Execution Assumptions

No.	Assumptions
1	The datacenter systems are operating normally.
2	The network services are operating normally.
3	The designated service(s) have not been decommissioned or otherwise removed from the network prior to Backup Testing.
4	All system administrators are available to perform their duties.

Test Scenario

 "Client communication is received indicating that their website is not operating as expected. Upon investigation, you discover that a global network/service inaccessibility due to poor/misconfiguration of the IP whitelisting configuration on global client network approximately 4pm. The change for the whitelisting effort is known and considered low risk. You also do not know if the datacenter is compromised or under heavy traffic intrusion. Other system monitoring did not indicate any security breach. Further discovery indicates that the network configuration on the router was partially deleted. The only resort is to perform a full recovery of the edge router."

Communications Directory

Name	Phone Number
Team members	
LEAP IT Team	502-212-1380

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Participants

Test facilitator

The test facilitator must be familiar with the BC plan being tested, ideally independent of both the BC plan developers and standing team members. The facilitator coordinates the test's execution scenario and provides spontaneous input to the test. This helps plan execution throughout the test scope. The facilitator is in charge of all test elements, provides oversight to the process, and is the final arbiter.

Test Facilitator Name
LEAP IT Team + Dell Team Support Engineers

Test Assistant

Test Assistant Name
LEAP IT Team

Test Evaluators

Test Evaluator Name
LEAP IT Team

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Test/Debrief Summary

Written Evaluation Responses

Do you feel the test goal was achieved?
Yes

Comments: Network Configuration restoration was as expected, and all access was restored.

If you have a written departmental or facility plan, do you feel your plan, as written today, will be adequate to recover your business functions?
Yes

Additional comments
Recovery time during testing, excluding travel to datacenter, is less than 30 minutes.

What worked properly?
The documented network recovery process worked as intended

What didn't work properly?
None

Recommendations for Improvement

No.	Description of Improvement	Responsible Party
1	Failover from Edge Router 1 to Edge Router 2	LEAP - IT Team
2	Delay network configuration replication between edge routers	LEAP – IT Team
3	Secure Remote Manual Failover	LEAP – IT Team

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Appendix A – Glossary

Term	Definition
Test	An activity designed to promote emergency preparedness. The test examines the performance of duties, tasks and operations in a way similar to the way they would be performed in a real emergency.
Orientation Test	• Introduces participants to the plans and procedures • Introduce new plans or revise old plans • Requires no previous experience • Helps orient new staff or leadership • Test time: 60-90 minutes
Drill	• Test of individual emergency response functions • Involves actual field response • Practice or test under realistic conditions • Involve all levels of responders • Test time: 10-60 minutes
Functional Test	• Assesses the allocation of resources and manpower • Evaluates communication across the different groups • Assesses the adequacy of current procedures and policies • Participants perform actual activities • Involves more participants: simulators, evaluators, larger design team • Introduces more advanced messages and other media • Test time: 90 min – 4 hours
Full-Scale Test	• Evaluates the operational capability of systems in an interactive manner over a substantial period of time • Presents complex and detailed events in real-time • Mobilizes personnel and resources and movement of emergency response teams, equipment and resources • Can be expensive; may be disruptive to normal operations • Test time: 2-8 hours

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