

[company logo]
[company name]

IT SERVICE CONTINUITY PLAN TEST AND REVIEW REPORT

1. General information

2. Testing and testing results details

Achievement of testing objectives:

Recommendations:

3. Note

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Usage instructions

Usage instructions

Filling "Report" table

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a which are used in other tables.

- Testing method
- Open test
- Structured walk through
- Full scale test
- Model test

	Explanation
Paper Test	A simple read of the ITSCM documents, to ensure there are no inconsistencies or omissions.
Structured Walk through	A fictional scenario is used to validate that the members of the Crisis Team are aware of their responsibilities and the plan does not contain any omissions or inconsistencies.
Full Scale Test	The primary infrastructure is partially or completely shut down and afterwards, a recovery is attempted by using the defined backup infrastructure and recovery options.
Parallel Test	The backup infrastructure is activated in parallel with the primary infrastructure and parts of the operational activities are tested through the backup infrastructure without shutting down any parts of the primary infrastructure.

Participants
IT Service Continuity Manager
IT Service Continuity Manager + all members of the IT Service Continuity Management Team (as defined in the ITSM Plan)
IT Service Continuity Manager + all members of the IT Service Continuity Management Team (as defined in the ITSM Plan) + all technical roles required for the test execution + any required external suppliers
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