

# APPENDIX 11

## SAMPLE BRP TESTING ISSUES

### Evaluation of Test Results

It is essential to quantitatively measure the BRP test results, including: elapsed time to perform various activities, accuracy of each activity, and amount of work completed. Preformatted forms can be useful to document and evaluate test results. You may devise a form that could include the following information:

Recovery Task Estimated Time - the estimated time to perform the step/task/ procedure

Plan Cross Reference - cross-reference to the specific section of the BRP that is to be tested

Action Number - sequential number assigned to each step/task/procedure

Action - description of the step/task/procedure to be performed during the BRP test

Sequential or Parallel Notation - certain steps/tasks/procedures need to be performed sequentially and others can be performed concurrently or in parallel

Responsibility - Person(s) assigned specific responsibility for performing the BRP testing step/task/procedure

Actual Time - Actual time required to perform the specific recovery step/task/procedure

Successful/Unsuccessful Notation - description of result

Comments - further description of the evaluation of the test results

Recommendations for BRP updates and control implementations

### Sample Scenarios

1. All external data communications have been lost during student add/drop for an indeterminate length of time.
2. Programs which process weekly payroll and generate payroll checks have abended (ended without processing because of an error detected by the computer system) and will not perform properly the day before checks need to be distributed to employees. Additionally, the electronic transfer of automatic deposit information to banks has failed.
3. The mainframe on which student grades are processed and printed crashes and can not be repaired for several days.
4. The PC harddrive on which a critical medical application and patient data is stored crashes and the data is unretrievable.
5. A fire occurs in the storage facility resulting in the loss of all blank vendor check stock and the destruction of the check signing equipment.

Depending on the details of the appropriate BRP, notification of management would be followed by assembly of the appropriate teams, an assessment of the damage and initiation of the business resumption process.

The scenario could proceed into recovering one or more critical data systems from the backed-up data at an alternate facility or could be terminated at the option of management.