Testing and Maintenance Schedule for Disaster Recovery

Overview

This document outlines the schedule and activities for testing and maintaining the Disaster Recovery (DR) plan to ensure ongoing preparedness and effectiveness.

Testing Schedule

Test Type	Frequency	Responsible	Description
Tabletop Exercise	Bi-annual	DR Team Lead	Simulated discussion-based session to review DR processes.
Full-scale Recovery Test	Annual	IT Operations	End-to-end validation of system recovery and business continuity.
Backup/Restore Test	Quarterly	System Administrators	Verification of backup data integrity and restoration procedures.
Plan Review	Semi-annual	DR Coordinator	Review and update DR documentation for accuracy and relevance.

Maintenance Activities

- Update contact lists for key personnel and vendors.
- Validate hardware and software inventories.
- Review and test critical application failover procedures.
- Review third-party service agreements for DR procedures.
- Update evacuation and communication protocols.

Record of Recent Tests and Maintenance

Date	Activity	Findings/Actions	Person Responsible
2024-03-10	Full-scale Recovery Test	No critical issues found; minor updates to documentation were made.	Jane Smith
2024-01-08	Backup/Restore Test	One backup corrupted; backup procedures updated.	John Doe
2023-12-02	Plan Review	Contact list revised; new vendor contact added.	Amy Lee