<Disaster Recovery Exercise or

Real Event After Action Report>

*[In the above title, select either a Disaster Recovery Exercise or Real Event]*

*For a Real Event, add the application name followed by the acronym AAR. Please delete all blue italicized instructive text throughout this form prior to submission.]*

Report Creation

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| --- | --- | --- | --- | --- |
|  | Name | Department | Date | Sign-off |
| Author |  |  |  |  |
| Contributor |  |  |  |  |

Distribution List

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| Name / Group | Department | Rationale |
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#

*[Please review the Disaster Recovery (DR) Assessment spreadsheet instructions on Tab CP 3 & 4, Column C and provide a sample of a recent AAR. Please also familiarize yourself with this AAR form, required for future use.]*

# 1.0 Introduction of the After action report (AAR)

Preparation of business continuity and departmental recovery plans does not guarantee that an effective recovery will occur or that the people assigned to recovery teams fully understand their tasks and responsibilities in a recovery situation. Only through repeated exercise will planners and recovery teams attain a measure of assurance that the recovery plans will work as designed and team members will know how to respond.

The *[application name]* exercise simulated an outage to the *[application name]* production systems, resulting in their recovery at an alternate datacenter. This impacted production availability during the failover period and after, as system access was limited to end user participants and required technology teams only. This was necessary to mitigate additional data entry and or transaction processing by site personnel not participating. While these types of exercises provide valuable training to business users, Disaster Management Team, vendors, and recovery teams and enable them to verify the DR solution as well as recovery plans and documentation, they need to be executed with minimal impact and risk to the business.

## Recovery Strategy / Solution / Risks

[TEXT]

##  Summary / Conclusion

[TEXT]

##

# Exercise Detail

## Planning

*[Provide information on the scheduling and timing of this exercise or real event.]*

## Objectives

*The objectives of the exercise are as follows.*

* [text]

## Methodology

*The exercise approach was…*

* [Text]

**Assumptions** *[Describe the assumptions that have been factored into the scope and planning of this exercise.]*

* *[Text]*

**Participants**

The exercise participants are key to its success and included many representatives with active roles or planning/support roles. The participation for this exercise included the following.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Organization | Team | Exercise Role / Responsibility |
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## Supporting Materials

*[Describe the materials used for the DR exercise such as documents, tests scripts, special devices, dedicated computers, kiosks, websites, services, anything unique to this event and or exercise, etc.]*

## Logistics

*[Describe how the DR exercise/ event support was executed in terms of logistics such as sites involved, physically accessed or remotely accessed, mobile and or tactical filed teams on site off site, etc.]*

**Post-Exercise Analysis**

The Exercise / Event Planning team met on \_<enter Date>\_to evaluate and document the results and formulate recommendations based on the activities, tasks, etc. that occurred during the span of this effort. Lessons learned are listed in Appendix A with identified issues being listed in Appendix B.

# Appendix A

# Lessons Learned

|  |  |
| --- | --- |
| **Lessons Learned / Observations** | **Comments / Recommendations** |
|  |  |
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At the very end of this report, embed this file, enabling others to launch and read it in its native format, here is merely a sampling view.

# Appendix B

# Identified issues / improvement opportunities

At the very end of this report, embed this file, enabling others to launch and read it in it’s native format, here is merely a sampling view.

| No. | Date | Issue / Improvement Opportunity | Assigned to: | Resolved**Y N** | Target Resolution Date | Comments / Solution / Follow-up |
| --- | --- | --- | --- | --- | --- | --- |
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# Appendix C

##  Final Task Plan & Visual Timeline

This is the detailed plan this application team executed:

At the very end of this report, embed all files, enabling others to launch and read it in native formats, these are sampling views.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task #** | **Task Description** | **Planned Start Time** | **Planned End Time** | **Actual Start Time** | **Actual End Time** | **Who** | **DRE Only** | **Notes** |
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# Appendix D (Embed Discreet files executed as Inserted Objects)

How to embed (using Word), is as follows: Insert Object, create from a file, browse to your file, display as an icon, name each succinctly.

Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Modification | Author |
| 1.0 | 5/9/2018 | Initial Report | Paul Russell |
| 1.1 | 11/9/2020 | Post Exercise | Paul Russell |