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**Document Control**

**Document Version History**

This table shows a record of significant changes to the document.

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description of Change** |
| 1.0 | 25/09/2020 |  | Initial Draft |
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**Approvals**

This table shows the approvals on this document for circulation, use and withdrawal

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| **Version** | **Date** | **Approver** | **Title/Authority** | **Approval Remarks** |
| 1.0 | 25/09/2020 | Swapnil Wale |  | Initial Draft |
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**Document Distribution List**

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# Introduction

Once a DR Plan is finalized and approved, testing (drilling) it is an integral part of making sure that it will hold up if and when a disaster ever happens.

A DR closure report is filled in after a dry-run of the DR plan is completed, and its main goal is to ascertain whether the goals of the drill were met and to take corrective actions in case it wasn’t.

The first section of the DR closure report is the RTO & RPO SLA’s, and the second section is the issues faced and DR drill details.

# The Report

## Disaster Recovery Drill Details

1. **Date**: 25-Sep-2020
2. **DR Drill Manager (First, Last, Role)**: Isabela Fernandez, Pegasus Program Manager
3. **DR Site**: T3 site
4. **DR Address**: 32456 Magnolia Drive, North Wales PA, USA

## Recovery Time Objective / Recovery Point Objective Plan vs. Actual

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Asset Name** | **Requirements** | | **Achievements** | | **Tolerance** | **Passed?** |
| **RTO** | **RPO** | **RTO** | **RPO** | **%** | **Yes/ No** |
| 1 | Lenovo TRX-1000 Server | 30 seconds | 5 minutes | 28 seconds | 3.5 minutes | 5% | Yes |
| 2 | Dell VCA Storage ZQ2 | 5 minutes | 30 minutes | 3.75 minutes | 22 minutes | 5% | Yes |
| 3 | Dell VCA Storage VG4 | 4 hours | 4 hours | 2.8 hours | 4.1 hours | 10% | Yes |
| 4 | Sorphos Switch AXA/2 | 48 hours | 48 hours | 51 hours | 60 hours | 10% | No |
| 5 | Office 360 Suite; WWSER-1908-DERS | 30 seconds | 90 seconds | 32 seconds | 92 seconds | 5% | Yes |
| 6 | JIRA Instance; 4429-8290-1313-9011 | 90 seconds | 30 seconds | 88 seconds | 20 seconds | 5% | Yes |
| 7 | GitHub; ASML-QXYE-14 | 30 minutes | 30 seconds | 26 seconds | 32 seconds | 5% | Yes |
| 8 | Customers Billing Information | 30 seconds | 30 seconds | 28 seconds | 29 seconds | 5% | Yes |
| 9 | CRM Information | 90 seconds | 30 seconds | 89 seconds | 31 seconds | 5% | Yes |
| 10 | Development Code | 30 minutes | 5 Minutes | 41 minutes | 7 minutes | 10% | No |

## Issues Faced

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Issue** | **Owner** | **Suggested Solution** | **Status** | **Comments** |
| 1 | Required manual reboot for the storage server (Dell VCA ZQ2) | Karen D’Lia | Write a script for automatically rebooting the server once a DR protocol is initiated | On-Going | Planned to be ready by 02-Oct-2020 |
| 2 | The duty roster included one team member who is no longer employed by the 3rd party technical team | Parth Dhandapani | Update the roster once a month | Done: updated in the DR process plan | Completed on 26-Sep-2020 |
| 3 | The RTO report had to be manually extracted after the DR protocol was initiated | Cynthia Wong | Write a script for automatically extracting the report once the DR site is up and running | Not started | Planned to be done in the next coding sprint (07-21/Oct/2020) |
| 4 | There wasn’t an official end goal in the DR Plan | Isabela Fernandez | Update the DRP to include the success factors for completing the drill | Not started | Requires VP of Operations’ approval to update the DRP |