

**ECTU Disaster Recovery Test**

| **Pre-Test Checklist** |
| --- |
| **Preparing for a Disaster Recovery Test** |
| **Date UoE IS Services contacted to agree disaster recovery test:** | Click here to enter a date. |
| **Date email sent to REDCap users informing them of REDCap maintenance:**  | Click here to enter a date. |
| **Date reminder email sent to REDCap users:** | Click here to enter a date. |

| **Disaster Recovery Test Checklist** |
| --- |
| **Studies Selected for Testing** |
|  |
|  | Study 1: |  | Study 2: |  | Study 3: |  |  |
|  |
| **Test Details** |
| **Date production database taken offline:** | Click here to enter a date. |
|  |
|  | **Backup Test Actions** | **Study 1** | **Study 2** | **Study 3** |  |
|  | **Download data dictionary** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
|  | **Download study data** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
|  | **Download audit history (logging)** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
|  |
| **Screenshot of study list taken from backup server?** | [ ]  Yes [ ]  No |
| **Please provide details below if any of the above were answered ‘No’** |
|  |
|  |  |  |
|  |

| **Disaster Recovery Test Results** |
| --- |
| **Please compare the three sets of downloaded files for all studies and record the results below**  |
|  |
|  | **Test Results** | **Study 1** | **Study 2** | **Study 3** |  |
|  | **Data dictionaries match?** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
|  | **Study data matches?** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
|  | **Audit history (logging) matches?** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |  |
|  |
| **Please compare the screenshot of projects and record the results below**  |
| **Does the list of projects match?** | [ ]  Yes [ ]  No |
| **Does the number of fields match?** | [ ]  Yes [ ]  No |
| **Does the number of participants match?** | [ ]  Yes [ ]  No |
| **Please provide details below if any of the above were answered ‘No’** |
|  |
|  |  |  |
|  |

| **Disaster Recovery Test Outcome** |
| --- |
| **Was the disaster recovery test successful?** | [ ]  Yes: Successful [ ]  No: Unsuccessful |

| **Successful Test Outcome** |
| --- |
| **If the disaster recovery test was successful, please complete all fields below** |
| **Date the backup server was destroyed:** | Click here to enter a date. |
| **Date all data files were deleted:** | Click here to enter a date. |
| **Date production server brought back online:** | Click here to enter a date. |
| **Date REDCap users informed:** | Click here to enter a date. |

| **Unsuccessful Test Outcome** |
| --- |
| **If the disaster recovery test was unsuccessful, please provide details below** |
|  |
|  |  |  |
|  |
| **Date of second attempt at assessing the test outcome:** | Click here to enter a date. |
| **Was the second attempt successful?** | [ ]  Yes [ ]  No |
| **If YES and the second attempt was successful, please complete all fields below** |
| **Date the backup server was destroyed:** | Click here to enter a date. |
| **Date all data files were deleted:** | Click here to enter a date. |
| **Date production server brought back online:** | Click here to enter a date. |
| **Date REDCap users informed:** | Click here to enter a date. |
| **If NO and the second attempt was unsuccessful, please refer to ECTU SOP ECTU\_IT\_25 Disaster Recovery Test for further details. Any further disaster recovery test must be performed using a new Disaster Recovery Test Template.** |

|  |
| --- |
| **Approval** |
| ***Name and Project Role*** | ***Signature*** | ***Date Approved*** |
|  |  |  |
|  |  |  |

<<<<<<<<<For template control only. Remove this page from study specific version>>>>>>>>

|  |
| --- |
| Template Revision History |
| Version No | Date  | Summary of Revisions |
| 1.0 | 8th October 2018 | * Initial creation
* Template version set at 1.0
 |
| 2.0 | 22 Jul 2024 | Reviewed with associated SOP. Revision history format updated |
|  |  |  |