

**ECTU Disaster Recovery Test**

| **Pre-Test Checklist** | |
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| **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** | | | | | | | | | | | |
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| **Studies Selected for Testing** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | Study 1: |  | Study 2: | |  | | Study 3: | |  | |  |
|  | | | | | | | | | | | |
| **Test Details** | | | | | | | | | | | |
| **Date production database taken offline:** | | | | | | | | Click here to enter a date. | | | |
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|  | **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’** | | | | | | | | | | | |
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| **Disaster Recovery Test Results** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Please compare the three sets of downloaded files for all studies and record the results below** | | | | | |
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|  | **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’** | | | | | |
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| **Disaster Recovery Test Outcome** | |
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| **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** | | | |
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| **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.** | | | |

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