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| --- | --- | --- |
| logo | Exercise program | 1620 |

Responsible:

Updated:

The exercise program for year ….. is the following:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| N° | Objectives | Scope | Exercise (test, simulation) | Scenarios | Date | Participants | Development | Resultats |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Meeting of participants for feedback:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| N° | Exercise (test, simulation) | Date  (hot) | Date  (cold) | Participants | Unwanted impacts | Improvement opportunity | Action plan |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Notes:

* exercises are planned from simplest to most difficult
* the exercises start with theory then are oriented towards practice
* the exercises concern the simulation of business continuity plans
* the tests concern the verification of technical devices (data backup, data restoration, restart of production lines)
* the action plan and lessons learned are communicated to all staff
* exercises and tests must not influence normal production