**After Action Report**

<Name of Exercise>

Conducted on <Enter date>

**Confidential and Proprietary**

**Table of Contents**

Contents

[1.1 Exercise Purpose and Scope 3](#_Toc182920149)

[1.2 Exercise Objectives 3](#_Toc182920150)

[1.3 Exercise Type 3](#_Toc182920151)

[1.4 Exercise Methodology 3](#_Toc182920152)

[1.5 Participants 4](#_Toc182920153)

[1.6 Exercise Scenario 4](#_Toc182920154)

[1.7 Exercise Findings 5](#_Toc182920155)

[1.8 Exercise Summary and Next Steps 6](#_Toc182920156)

## Exercise Purpose and Scope

Enter the purpose and scope of the exercise.

**Example:** The purpose of the exercise was to test and validate <company name> capabilities to recover critical systems in the event of a disruptive event. The scope of this exercise included several key <company name> resources: such as email, SQL Server, and network connectivity.

## Exercise Objectives

Enter the exercise objectives.

**Example:** The principal objective of the exercise was to validate <company name> ability to recover basic functionality of mission-critical, customer-facing applications from the AWS cloud service, presuming a catastrophic loss of the primary data center in <enter location>. Indicate is the exercise objective was achieved.

## Exercise Type

Enter a description of the exercise.

**Example:** This was a system-level exercise that confirmed access to images of production systems and IT resources that were running at the AWS cloud recovery facility. Once the backup images were running and accessed, the goal was to log into the imaged systems in AWS and execute a series of typical transactions, similar to an existing customer.

## Exercise Methodology

Enter a description of how the exercise was performed.

**Example:** Members of the IT team, with expertise in systems, networking and database management, completed the transition to imaged systems in AWS Once the imaged systems were operational and accessible, members from IT conducted a series of tests to ensure that the imaged system was secure and performed similar to the product environment. Once the validation tests were completed, the test systems were shut down. Following the test completion, test participants submitted notes, screen shots and other documentation that would be considered material to this test. The test followed a structured series of procedures that progressed through all stages of the test, from launch of imaged systems to validation testing and then shutting down the imaged systems.

## Participants

| **Name** | **Roles** | **Responsibilities** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Exercise Scenario

Enter a description of the exercise scenario.

**Example:** Several scenarios were developed for this test; in particular the exercise addressed the potential loss of or inability to access certain <company name> applications. The following table describes the situation for each test and the results.

## Exercise Findings

| **System Tested** | **Date / Time** | **Test Results** | **Recommended Actions** |
| --- | --- | --- | --- |
| *Enter system name* | *Enter the date/time of this exercise* | *Describe the results by timeframes* | *Describe recommended actions to remediate*  *situations discovered during the exercise* |
| Email | 0810-0836 | 0810-0812 Launch “Exchange Management  Console” – completed  0812-0813 Expand sidebars – completed  0813-0827 Select NIC for DNS lookups – The first  attempt at executing the script didn’t  work; login permissions were changed  as well as the procedures; the second  attempt the test passed successfully  0828-0834 Remove Trend Interscan Smarthost –  completed  0834-0836 Restart service “Microsoft Exchange  Active Directory Topology” – completed | 1. Update test scripts to reflect additional activities (login permissions) needed |
|  |  |  |  |
|  |  |  |  |

## Exercise Summary and Next Steps

Enter a summary of the exercise, including what worked and what did not, lessons learned, and recommended next steps.

**Example:** The principal objective of the exercise –to validate <company name> ability to recover basic functionality of mission-critical, customer-facing applications from the AWS cloud service – was achieved. Several key applications were successfully recovered from the AWS cloud repository, various standard functions were successfully performed, and the primary system was returned to operation. Most of the issues identified were quickly rectified, and any access and data entry processes were updated and documented. The next step is to schedule additional recovery tests of critical systems.