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**Backup Test Plan – Checklist of Activities**

Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

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| **#** | **Pretest activities** | **Start date** | **Start time** | **End time** | **Results** | **Data accessed successfully?** | **Problem(s) encountered?** | **Problem(s) resolved?** | **Notes** |
| 1 | Schedule backup test |  |  |  |  |  |  |  |  |
| 2 | Review/update backup policy |  |  |  |  |  |  |  |  |
| 3 | Assign backup test team |  |  |  |  |  |  |  |  |
| 4 | Determine what will be backed up and destination |  |  |  |  |  |  |  |  |
| 5 | Determine how much storage space is needed and if it is available |  |  |  |  |  |  |  |  |
| 6 | Verify backup systems and storage platforms are ready |  |  |  |  |  |  |  |  |
| 7 | Other |  |  |  |  |  |  |  |  |

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| **#** | **Backup test activities** | **Start date** | **Start time** | **End time** | **Results** | **Data accessed successfully?** | **Problem(s) encountered?** | **Problem(s) resolved?** | **Notes** |
| 1 | Commence test #1 |  |  |  |  |  |  |  |  |
| 2 | Commence test #2 |  |  |  |  |  |  |  |  |
| 3 | Commence test #3 |  |  |  |  |  |  |  |  |
| 4 | Commence test #n |  |  |  |  |  |  |  |  |
| 5 | Other |  |  |  |  |  |  |  |  |

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| **#** | **Post-test activities** | **Start date** | **Start time** | **End time** | **Results** | **Data accessed successfully?** | **Problem(s) encountered?** | **Problem(s) resolved?** | **Notes** |
| 1 | Verify all tests finished |  |  |  |  |  |  |  |  |
| 2 | Discuss problems and how they were resolved |  |  |  |  |  |  |  |  |
| 3 | Determine updates needed to backup systems |  |  |  |  |  |  |  |  |
| 4 | Schedule revisions and updates based on test results |  |  |  |  |  |  |  |  |
| 5 | Prepare after-action report on backup test |  |  |  |  |  |  |  |  |
| 6 | Review and approve report; distribute to all parties |  |  |  |  |  |  |  |  |
| 7 | Other |  |  |  |  |  |  |  |  |