



**BCP Test Plan**

This BCP Test Plan is prepared prior to every BCP testing and distributed to all concerned. This document is maintained together with BCP Test Report.

BCP Test N°	<b>[enter a unique name for the BCP test plan]</b>	
BCP/IMP to be Tested	<b>[enter name of the process and/or the plan to be tested]</b>	
Type of Test	<input type="checkbox"/> Self-assessment <input checked="" type="checkbox"/> Desktop <input type="checkbox"/> Simulation <input type="checkbox"/> Full-test	
Date of Test		
Test Objectives	<b>[enter “measurable” objectives here]</b> 1. Determine the feasibility of the plan through a scenario-based structured walk-through 2. Deepen understanding of responsibilities within the plan 3. Continual improvement	
Test Participants	<b>[enter names of who will participate in the test]</b>	
Logistical Requirements	<b>[enter required resources for the test]</b>	
Scenarios and Assumptions	<b>[enter the required information here for scenario testing]</b>  <b>Earthquake, Power and Comms Outage, BCM Manager unreachable</b> 1. Normal operations, 1930H, Friday night 2. Magnitude 8.2 earthquake strikes 3. Meralco power and cellular telecommunications are out 4. IDC is severely damaged with huge cracks showing on the walls 5. All Heads are off-site except Facilities Head 6. General Manager is on the flight back from Hanoi	
Test Events List <b>[enter list of events here including time start, main activities and test end]</b>	Time	Activity
	1300H	Assembly at AVR
	1330H	Start of Test
	1530H	Conclusion of Test

Prepared by

Approved by