## APPENDIX C – UON’s TESTING AND REVIEW SCHEDULE

**Testing methods and techniques**

Tests are developed to comply with the University business continuity management program and consider appropriate, well planned scenarios with clearly defined aims and objectives.

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| Desktop Review | Involves a physical examination and review of the plan documentation, aiming to ensure that:   * Plan document is complete and relevant to the business needs (operational and strategic); * Details of business processes, systems and key contacts are amended where required; and * Inconsistences in logical flow, resource allocations or conflict between individual plans are recognised. |
| Desktop Scenario Test | Involves a walkthrough of the plan(s), with discussion guided by the use of one or more potential scenarios. |
| Live Scenario Test | Can be conducted as a limited activation (specific scenario and/or targeted areas of the University) up to full scale activation of all business continuity arrangements for the University.  Should involve a test of the communications plan for staff and students. This may be conducted as a stand-alone activity separate from the live scenario test. |

**UON’s business continuity review schedule**

Activities should be conducted at regular intervals as outlined below or when there are significant changes within the University or the environment in which it operates.

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| --- | --- | --- | --- |
| Plan Type | **Test Type** | **Test Frequency** | **Who** |
| Emergency & Crisis Management Plans (Critical Incident Red Folder) | Desktop review | 6 monthly | Critical Incident Team (CIT) and nominated alternates |
| Desktop scenario | Annually |
| Live scenario | 2 years |
| Induction | Once Only | All staff |
| Business Continuity Plans | Desktop review | Annually | University Leaders and nominated alternates |
| Desktop scenario | Annually |
| Disruption-based Risk Assessment and Business impact analysis | Desktop review | Annually | University Leaders and nominated alternates |

**Testing and Review Outcomes**

Testing and review is performed to:

* Produce formalised post-exercise reports, that contain outcomes, recommendations and actions to implement improvements;
* Minimise the risk of disruption to operations; and
* Collect together overtime to validate the whole of UON’s business continuity arrangements, involving relevant interested parties.