

SYSTEM NAME Contingency Plan functional exercise

Scenario name: “SCENARIO NAME”

DATE

Based on NIST SP 800-84 Sample Functional Exercise Scenario (starting on page B-2).

Background to send to participants

We'll test our contingency plan with a functional exercise meant to practice it and help us improve it. This will include both our operational steps and a technical exercise.

The scenario: BRIEF DESCRIPTION

Scenario events list

Event #	Event description	Expected actions resulting from event	Objectives
1	We try a routine release of new code	<i>Supporting inject: #1</i> We try our normal deploy process.	This is a routine step.
2	The release corrupts a database.	<i>Supporting inject: #2</i> The customer application goes down, because the application database is corrupted. We need to notice the problem and start making a plan. We need to identify the cause, restore a backup of the database, and fix the deployment.	Recognize when we need to activate the Contingency Plan. Recognize that we need to restore from backup.

		We identify that this will take longer than [x amount of time], and we activate the Contingency Plan.	
3	Activate the Contingency Plan.	We communicate with everybody listed in our plan.	We test our communications plans and processes for the “activation and notification” stage.
4	Restore from backup.	We do the technical work to restore the database.	We do a technical test of restoring from backup. We test our communications plans and processes for the “recovery” stage.
5	We finish the deployment and bring back applications.	We communicate with everybody listed in our plan. We also plan a retro.	We test our communications plans and processes for the “reconstitution” stage.

Injects

Inject #	Scheduled time	Inject contents
1	When the exercise begins	Date/time: From: To: Means of delivery: Content: •
2	After the team responds to inject #1	Date/time: From: Stakeholder (such as management or a member of the public) To: Team email Means of delivery: Email Content: Hi team,

		We're seeing "404 Not Found: Requested route ('my-app.app.cloud.gov') does not exist." for this application. What's wrong? Thanks, Stakeholder
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Exercise notes

Directions to note-taker: include timestamps.

Participants:

Note-taker:

Post-exercise discussion outline

Participants:

Note-taker:

Questions to discuss include:

- What went well?
- What didn't go well?
- Was the structure of the exercise realistic?
- Did you have all of the information and resources you needed?
- What actions should we take to improve our system, contingency plan document, contingency plan training, or contingency plan exercises?

After action report outline

Introduction

Scope

Objectives

What happened

Findings (observations and recommendations)