



Preparing the Technology and Business Recovery Report Form

- On completion of technology recovery activities, the DRT leader should prepare a report on the activities undertaken and completed.
- On completion of business recovery activities, the BRT leader should prepare a report on the activities undertaken and completed.
- The report should contain information on the impact of the pandemic on technology and business unit staffing, who was notified and when and action taken by members of the DRT and/or BRT together with outcomes arising from those actions.
- The report will also contain an assessment of the pandemic's impact to ongoing business operations.
- The report should be distributed to senior management, as appropriate.

The contents of the report shall include:

- A description of how the pandemic affected technology and business units
- People notified of the emergency (including dates)
- Action taken by the technology and business recovery teams
- Outcomes arising from actions taken
- An assessment of the impact to ongoing business operations
- Problems identified
- Suggestions for enhancing the technology disaster recovery and/or business unit continuity plans
- Lessons learned