

Service Business Continuity Plan Review and Testing Schedule 2015

			REVIEW			TEST 1			TEST 2			TEST 3			Comments
			<b>Plan Review:</b> 1. Confirm Plan Owner details. 2. Check plan contacts are correct. 3. Check Plan is factually accurate. 4. Email copy of plan to dmcintosh@aberdeencity.gov.uk			<b>Plan Verification:</b> 1. Verify Incident Management Team hold current version of plan. 2. Conduct Incident Management Team Call Out test. 3. Receive approval of Plan from SMT. 4. Email copy of plan to dmcintosh@aberdeencity.gov.uk			<b>Alternative Arrangements:</b> 1. Check that Critical Activities can be performed from alternative locations. 2. Confirm and ratify Disaster Recovery arrangements. 3. Email copy of plan to dmcintosh@aberdeencity.gov.uk			<b>Plan Relevance:</b> 1. Scenario Test or walk through with Incident Management Team. 2. Email copy of plan to dmcintosh@aberdeencity.gov.uk			
Service	Plan Name	Contact	Last Review	Next Review	Days Until Due	Last Test	Next Test	Days Until Due	Last Test	Next Test	Days Until Due	Last Test	Next Test	Days Until Due	
Corporate Governance	Customer Service Centre	Allan MacCreadie - 346070 AMacCreadie@aberdeencity.gov	31/01/2015	31/8/15	141	31/01/2015	30/9/15	171	31/01/2015	31/10/15	201	31/01/2015	31/12/15	261	
	Customer Contact Centre	Allan MacCreadie - 346070 AMacCreadie@aberdeencity.gov.uk	31/01/2015	31/8/15	141	31/01/2015	30/9/15	171	31/01/2015	31/10/15	201	31/01/2015	31/12/15	261	
	RCC	Allan MacCreadie - 346070 AMacCreadie@aberdeencity.gov.uk	31/01/2015	31/8/15	141	31/01/2015	30/9/15	171	31/01/2015	31/10/15	201	31/01/2015	31/12/15	261	
	Registrars	Vikki Cuthbert - 522520 vcuthbert@aberdeencity.gov.uk	31/01/2015	31/8/15	141	08/04/2015	30/9/15	171		31/5/15	51		30/6/15	81	
	HR&OD	Ewan Sutherland - 522550 - esutherland@aberdeencity.gov.uk	06/04/2015	31/8/15	141		31/5/15	51		31/5/15	51		30/6/15	81	
	Finance	Neil Stewart - 522696 - nstewart@aberdeencity.gov.uk	31/01/2015	31/8/15	141		31/5/15	51		31/5/15	51		30/6/15	81	
	ICT	Sandra Massey - 522778 smassey@aberdeencity.gov.uk	06/04/2015	31/8/15	141		31/5/15	51		31/5/15	51		30/6/15	81	