# 紀錄編號： 填表日期：　　年　　月　　日

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| **演練規劃表** | | | | | |
| 承辦人：  協辦單位：  規劃日期： | | | | | |
| 演練規劃項目 | | | 規劃內容 | | |
| 1 | 規劃演練目標與範圍 | |  | | |
| 2 | 規劃演練腳本 | |  | | |
| 3 | 規劃演練所需設備 | |  | | |
| 4 | 規劃演練所需系統 | |  | | |
| 5 | 規劃演練所需參與人員 | |  | | |
| 6 | 規劃演練時程及完成時限 | |  | | |
| 7 | 規劃演練測試方式與測試資源 | |  | | |
| 8 | 規劃演練成果的檢討時程 | |  | | |
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| 承辦人員 | |  | | 主　　管 |  |

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| **演練暨處理執行表** | | | | | | | | | |
| 承辦人：  協辦單位：  演練日期： | | | | | | | | | |
| 演練開始時間 | | |  | | 演練需要時間 | | |  | |
| 演練結束時間 | | |  | | 實際作業時間 | | |  | |
| 演練執行項目 | | | | 執行程序  （實際演練過程之執行紀錄） | | | 負責人 | | 執行結果 |
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| 結果檢討： | | | | | | | | | |
| 承辦人員 | |  | | | 主 管 |  | | | |

**XX年度業務永續運作計畫演練腳本**

系統範圍：

| **時間** | **動作** | **參與人員** | **地點** | **備註** |
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