

# Business Continuity Planning

Planning, Preparing & Maintaining a Plan

Applied Research Group  
*A Certified Business Continuity Vendor*  
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# What is a Business Continuity Plan?

A BCP defines the resources, actions, tasks and data required to manage a business recovery process in the event of a business disruption.

# Why the Need?

*It is critical that a company be resilient, its people safe and the effects of disruption minimized.*

Business Continuity Planning

# **OVERVIEW**

# Overview of BCP Process

- Pre-Planning (Info Gathering)
- Planning & Implementation
- Post-Planning

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- Pre-Planning (Info Gathering)
  - Project Initiation & Management
  - Business Impact Analysis
  - Risk Assessment
- Planning & Implementation
- Post-Planning

# Overview of BCP Process

- Pre-Planning (Info Gathering)
- Planning & Implementation
  - Business Continuity Strategies
  - Emergency Response & Operations
  - Plan Development
- Post-Planning

# Overview of BCP Process

- Pre-Planning (Info Gathering)
- Planning & Implementation
- Post-Planning
  - Awareness & Training
  - Test Exercise
  - Plan Maintenance

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# **PRE-PLANNING PHASE**

# Critical Components

- Senior Management Buy-In
- Senior Management Support for Project Team Leader
- Committed BCP Team Leader

# Project Initiation & Management

- Review any existing plan & audit reports
- Present plan format for approval
- Establish & approve planning schedule
- Establish BCP Team
- Set regular meeting schedules & project timelines

**Pre-Planning**

# Overview:

## Business Impact Analysis

- Identify core-business functions
- Identify management requirements

# Overview: Risk Assessment

- Determine possible threats
- Assess possible impacts & mitigation

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**PLANNING &  
IMPLEMENTATION PHASE**

# Planning & Implementation

- Discuss, confirm & approve strategies
- Address emergency response procedures

**Planning & Implementation**

# Plan Development:

Considerations for Management, Personnel & Administration

- Communications Procedures
- Facilities Records
- Insurance
- Personnel & Human Resources
- Transportation

**Planning & Implementation**

# Plan Development:

## Operational Recovery Considerations

- Restoration Order
- Team Responsibilities
- Notifications, Communications & Reporting Procedures
- Business Operations Backup
- Business Operations Requirements

**Planning & Implementation**

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# **POST-PLANNING PHASE**

# Business Continuity Awareness & Training Programs

- Establish awareness program
- Establish ongoing report to Management
- Establish ongoing training: BCP teams, new employee orientation

# Test Exercise & Plan Maintenance

- Select appropriate testing methodology
- Schedule & conduct regular tests
- Analyze & report test results
- Address plan maintenance & independent periodic reviews

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**CONCLUSION**

# A Successful Plan...

- Addresses the safety of your people;
- Has support of senior management;
- Is enterprise-wide, and

# A Successful Plan...

- Comprehensively Addresses:
  - Business impact analysis & risk assessment
  - Recovery priorities & escalation procedures
  - Critical operations / personnel
  - Business recovery procedures
  - Recovery strategies
  - Testing results & training requirements

# BCP Professional Practices, Guidelines & Resources

- Disaster Recovery Institute International (DRII)
- National Fire Protection Agency (NFPA)
- Business Continuity International (BCI)
- Federal Financial Institutions Examination Council (FFIEC) BCP Handbook
- NIST, ASIS, British Standard 25999 (BS25999)

# Notices

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**Q&A**