

Business Continuity Plan – Process Overview

This is a suggested process for Business Continuity Plan (BCP). While the steps and nomenclature may differ from one BCP to another, the basic methodology should be essentially the same. Each BCP should be created to suit the unique needs of the business and its objectives.

1.PROJECT INITIATION PHASE – Objectives and Assumptions

- A. Problem Definition - Disaster Recovery vs. Business Continuity
- B. Business Continuity Objective(s) and Requirements
- C. Business Continuity Definitions, Terms, and Assumptions
- D. Scope and Cost of Business Continuity Project
- E. Business Continuity Steering Committee
- F. Business Continuity Policies

2.FUNCTIONAL REQUIREMENTS PHASE – Fact Gathering, Alternatives, and Decisions by Management

- A. Risk Analysis (RA) and Controls
- B. Business Impact Analysis (BIA) and Time-Sensitive Business Functions
- C. Threat Analysis
- D. Alternative Business Continuity Strategy(ies)
- E. Cost-Benefit Analysis and Selected Strategy(ies)

3.DESIGN and DEVELOPMENT PHASE – Designing the Plan

- A. Plan Scope and Objectives
- B. Business Recovery Team (BRT) and Responsibilities (Recovery Team Concept)
- C. Major Plan Components - format and structure
- D. Scenario to Execute Plan
- E. Escalation, Notification and Plan Activation
- F. Vital Records and Off-Site Storage Program
- G. Personnel Control Program
- H. Data Loss Limitations
- I. Plan Administration (general)

4.IMPLEMENTATION PHASE – Pulling the Plan Together

- A. Emergency Response Procedures (evacuation)
- B. Command, Control and Emergency Operations Center (Crisis Management)
- C. Delegation/Designation of Authority
- D. Emergency Response Linkage to Business Recovery

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- E. Detailed Resumption, Recovery and Restoration Procedures
- F. Vendor Contracts and Purchase of Recovery Resources

5. TESTING and EXERCISING PHASE – Post Implementation Plan Review

- A. Exercise Program and Objectives
- B. Exercise Plans, Scenarios and Actual Exercises
- C. Plan (Exercise) Evaluation
- D. Training, Corporate Awareness Program(s) and Vehicles for Dissemination

6. MAINTENANCE and UPDATING PHASE – Updating the Plan

- A. Schedules and Budgets for Update and Maintenance Activities
- B. Software Tools for Update and Maintenance
- C. Review Criteria
- D. Program Status, Reporting and Audits
- E. Plan Distribution and Security

IF DISASTER OCCURS

7. EXECUTION PHASE – Declare Disaster and Execute Recovery Operations

- A. Follow internal policy on declaration of disaster
- B. Follow your BCP