

Business Continuity Planning

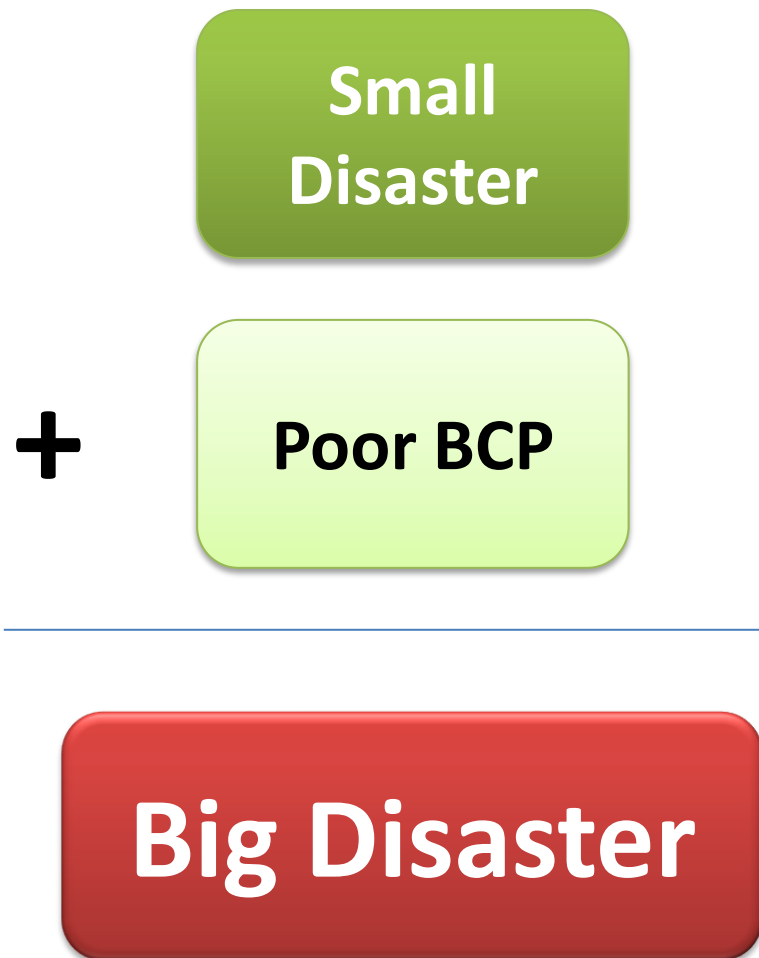
Good Stewards
Methodology Overview

[See What's Ahead](#)

What's Ahead

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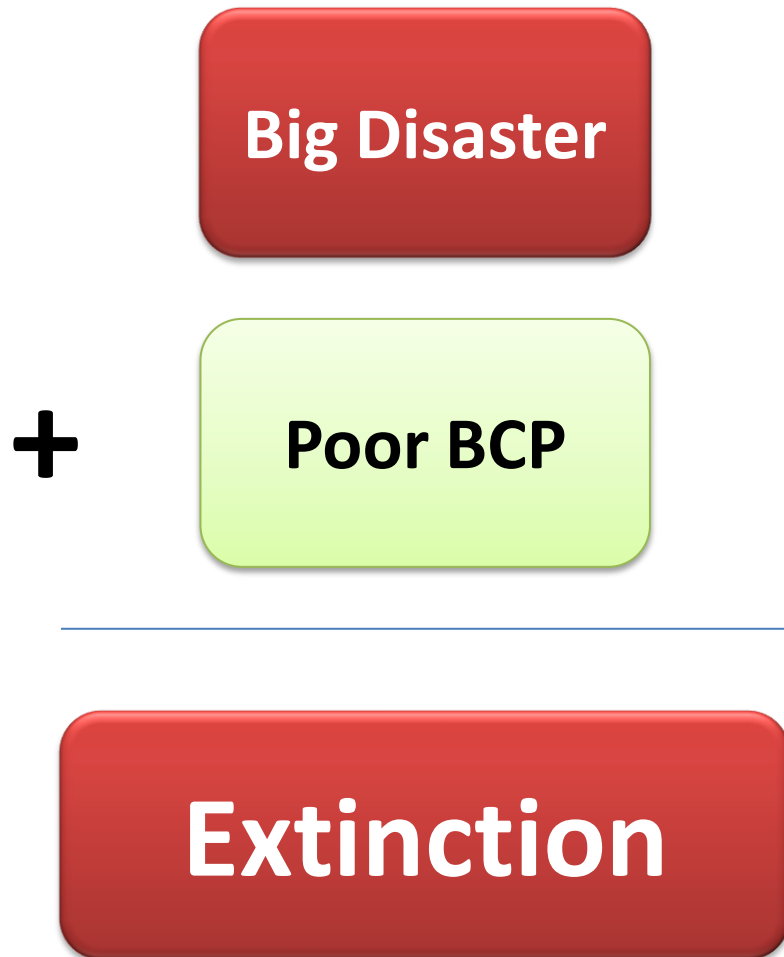
The Case for BCP



Business continuity planning is a proactive planning process that ensures critical services or products are delivered during and after a disruption. Additional benefits include improvement in overall organizational efficiency and identifying the relationship of assets and human and financial resources to critical services and deliverables.

Origin: <http://www.publicsafety.gc.ca/prg/em/gds/bcp-eng.aspx#a01>

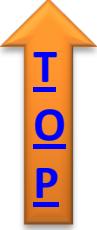
The Case for BCP II



There are numerous examples of companies suffering due to poor Business Contingency Planning. In the 1993 World Trade Centre bombing, 150 companies went out of business (out of 350 affected)-scarcely an encouraging statistic. But an incident does not need to be a dramatic terrorist attack to have a massive impact on an organisation. For instance, in the case of fires, 44% of businesses fail to reopen and 33% of these failed to survive beyond 3 years. The examples could be continued endlessly. The bottom line is businesses need to have plans in place to cope with incidents (whether they be major terrorist attacks or a minor hardware problem) and thereby avoid major business interruptions.

Wanja Eric Naef Business Continuity Planning - A safety net for businesses
Origin: <http://www.iwar.org.uk/infocon/business-continuity-planning.htm>

Business Continuity Plan Composition



DISASTER RESPONSE PLANS:

1. Emergency Response Procedures

- Evacuation and re-entry Procedures

2. Continuity Of Operations Plan & Procedures

- How essential functions of an entity will be handled during any emergency or situation that may disrupt normal operations, leaving office facilities damaged or inaccessible.

BUSINESS RECOVERY PLANS:

3. Technology Recovery Plan

- Description of systems and calling trees through to support vendors

4. Information Recovery Plan

- Backup and recovery strategies

5. Infrastructure Recovery Plan

- Damage assessment, salvage, and restoration

Business Continuity Management Context

A. Enterprise Strategic Plan

- Definitions of what, how, where, and when the organization will achieve its purpose.

B. Business Continuity Policy contents:

- **BCP Governance Structure**
 - **Components:** Policy, Business Impact Analysis, Risk Assessments
 - **Key Roles:** Board of Directors, BCP Committee, Committee, Chief Communications Officer, Disaster Recovery Coordinator, Department Reps, Emergency Management Team Lead, Emergency Management Team members, Department Heads, Department Members
- **Context for conduct of business impact analysis and ongoing validation**
- **Business Continuity Plan Components**
- **Quality Assurance for BCP**
 - Audit, Testing, Training & Awareness

C. Business Impact Analysis “BIA”

- Identification of organization’s mandate and critical services or products, internal and external dependencies, and prioritisation of services or products for continuous delivery or rapid recovery. The BIA provides the basis for determining Recovery Point Objectives and Recovery Time Objectives.

D. Risk Assessments & Monitoring

- Ongoing identification and assessment of exposures.

E. Recovery Point Objectives

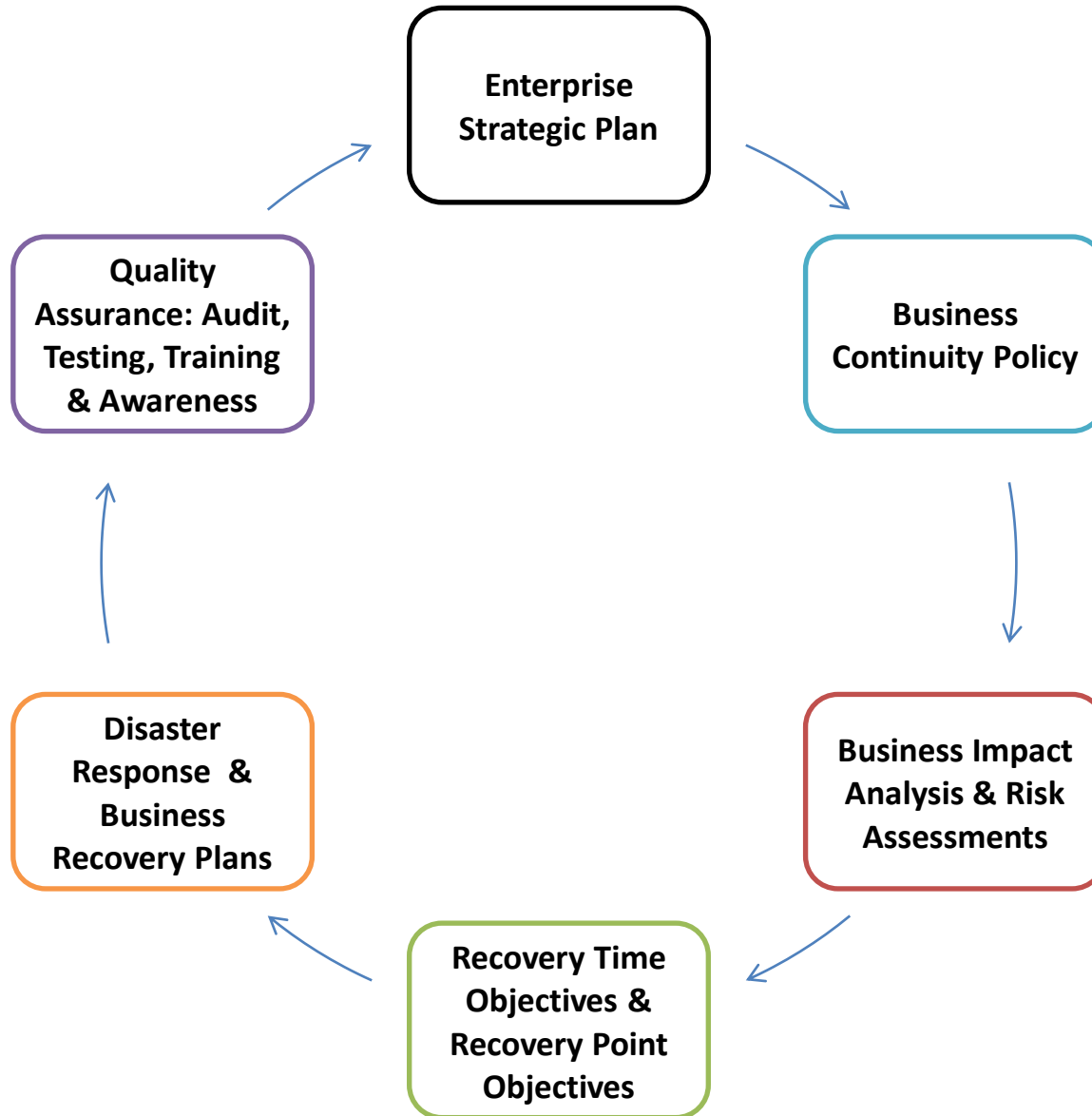
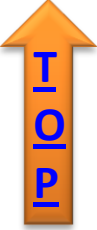
- The point in time to which systems and data must be recovered after an outage.

F. Recovery Time Objectives

- The critical business processes and services that must be enabled within specified time buckets.

G. Conduct of Quality Assurance

Business Continuity Management Cycle



Business Impact Analysis Process



- **Audit**
 - Process of examining risk mitigation commitments for their readiness and relevance.
- **Testing**
 - Periodic fail-over and fail-back to validate and improve redundancy arrangements.
- **Training**
 - Development programs in BCP practices for key strategic personnel who will have lead roles in disaster response and management.
- **Awareness**
 - Enterprise sensitivity to BCP concepts and habitual risk mitigation behaviours.

Development of BCP Plans & Procedures

Templates and samples are available to assist in the development of BCP plans & procedures and also for use in training and awareness programs.

These should be **customised based on the results of the organization's Business Impact Analysis and risk assessments.**

Send an email to bcp@goodstewardsjamaica.com to request assistance with **implementing or upgrading your BCP** and **keeping your business impact analysis current** when your processes change.

Visit www.goodstewardsjamaica.com for more information.