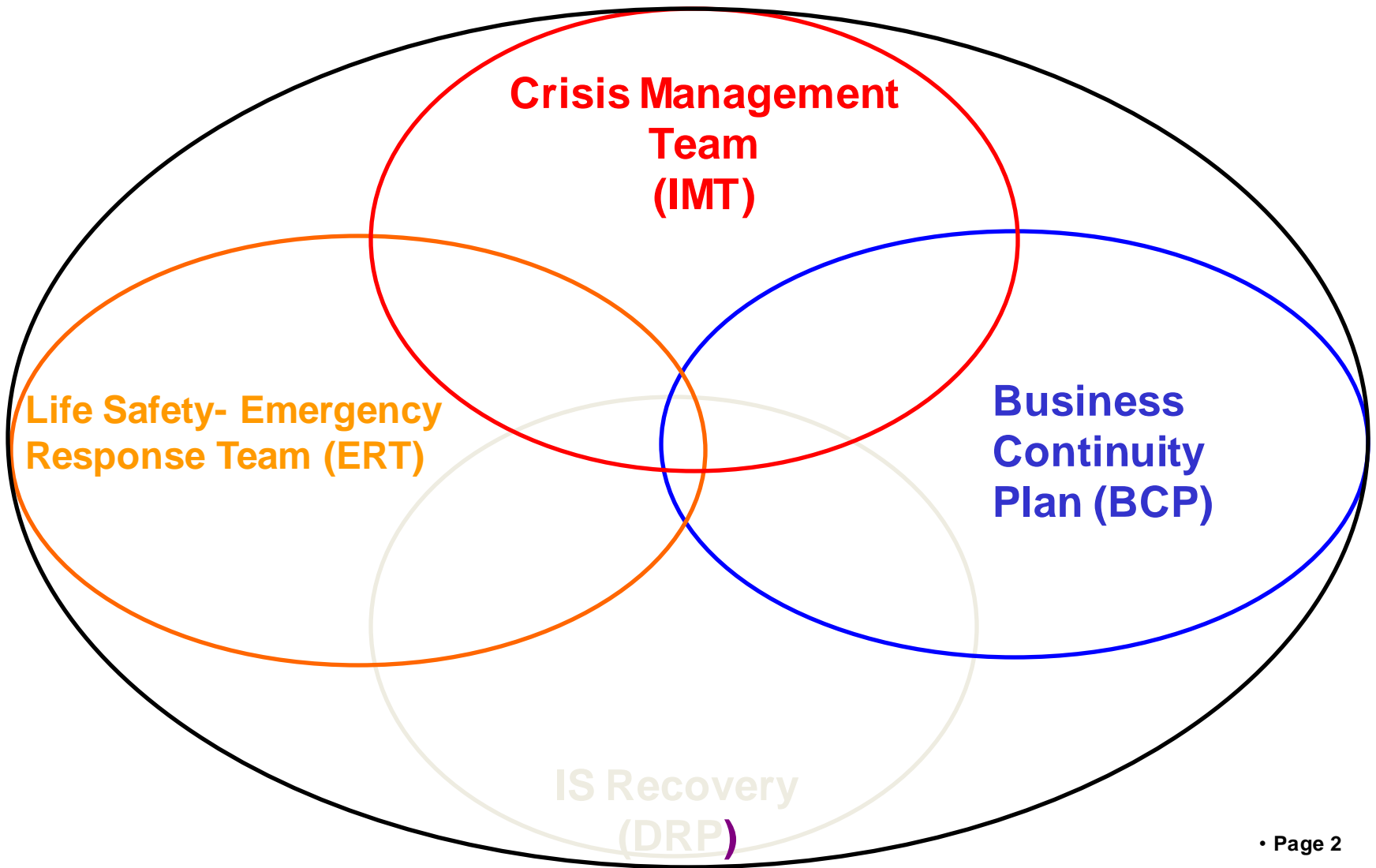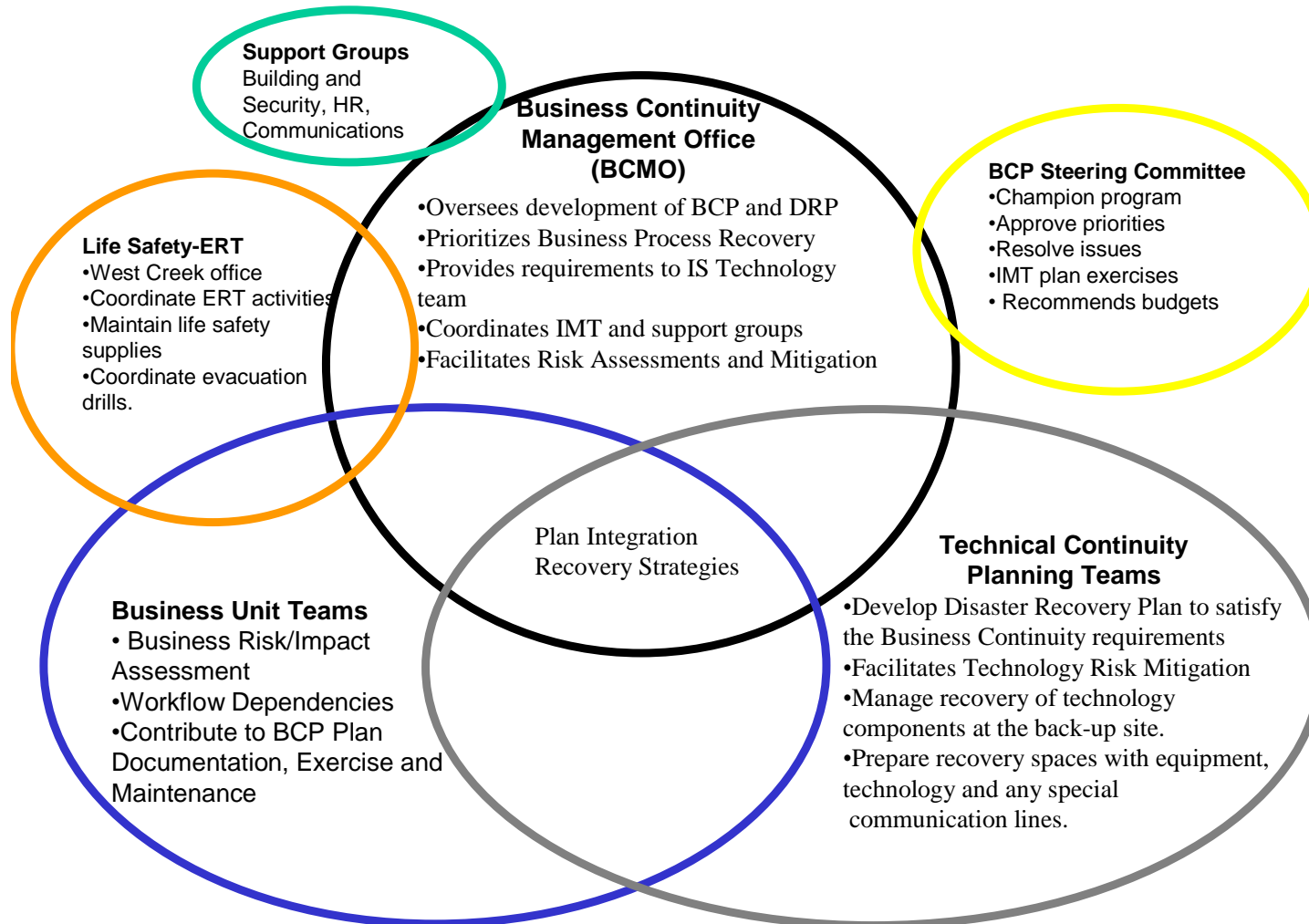# What is the goal of a Business Continuity Management Program?

The goal is to have a cost effective Business Continuity Management Program (BCMP) that meets competitive and regulatory demands and adds value to the Business Units. Plans will prioritize Business Process recovery based on Operational and Financial impact to the business. The program will integrate Crisis (CMT), Business/people (BCP), Systems/data (DRP) and Life Safety (ERT) plans so that XYZ company and affiliates can continue business operations based on approved strategies, Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO).

Plan integration at time of disaster (ATOD)

Crisis Management Team (IMT)

Life Safety- Emergency Response Team (ERT)

Business Continuity Plan (BCP)

IS Recovery (DRP)

Planning Roles & Responsibilities

Support Groups
Building and
Security, HR,
Communications

**Business Continuity
Management Office
(BCMO)**

•Oversees development of BCP and DRP
•Prioritizes Business Process Recovery
•Provides requirements to IS Technology
team
•Coordinates IMT and support groups
•Facilitates Risk Assessments and Mitigation

BCP Steering Committee
•Champion program
•Approve priorities
•Resolve issues
•IMT plan exercises
• Recommends budgets

Life Safety-ERT
•West Creek office
•Coordinate ERT activities
•Maintain life safety
supplies
•Coordinate evacuation
drills.

Plan Integration
Recovery Strategies

**Technical Continuity
Planning Teams**
•Develop Disaster Recovery Plan to satisfy
the Business Continuity requirements
•Facilitates Technology Risk Mitigation
•Manage recovery of technology
components at the back-up site.
•Prepare recovery spaces with equipment,
technology and any special
communication lines.

Business Unit Teams
• Business Risk/Impact
Assessment
•Workflow Dependencies
•Contribute to BCP Plan
Documentation, Exercise and
Maintenance

Business Continuity Management Program

What is BCP?

- The Business Continuity Plan (BCP) focuses on the employees and work area's to ensure **business processes** are recovered and continue following a disaster. The BCP includes a Business Impact Analysis (BIA), recovery strategy, specific responsibilities of staff, alternate site, and the resources, activities and sequences of events needed to resume business operation.

- There are 5 phases to Business Continuity Planning…

Business Continuity Planning Overview
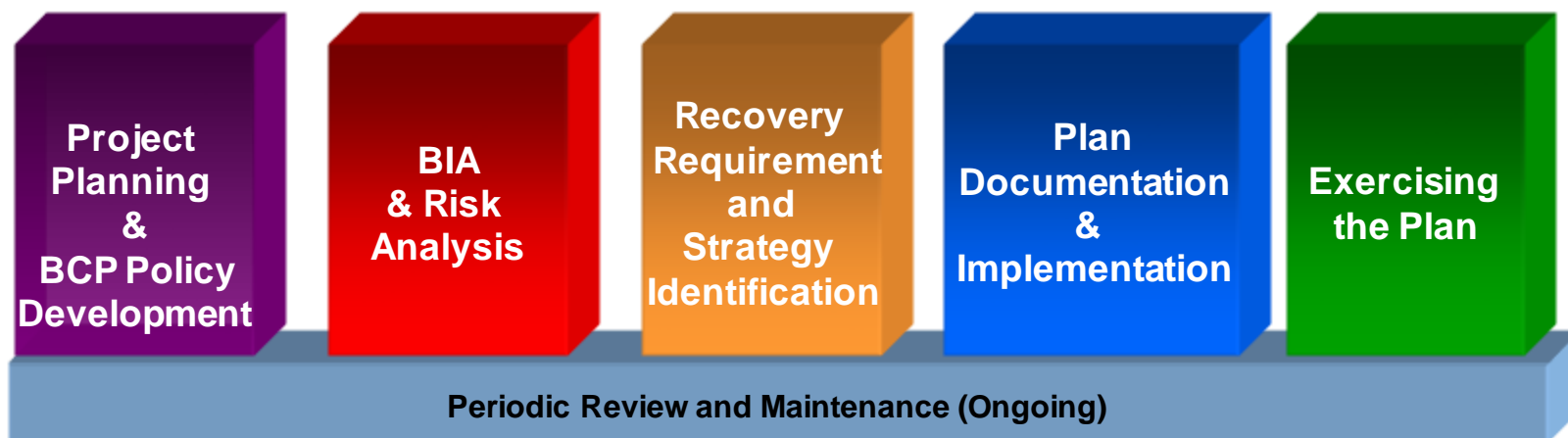
| **Project Planning & BCP Policy Development** | **BIA & Risk Analysis** | **Recovery Requirement and Strategy Identification** | **Plan Documentation & Implementation** | **Exercising the Plan** |

Periodic Review and Maintenance (Ongoing)

•Identify regulatory requirements.
•Define roles and responsibilities at time of disaster.
•Develop policy to establish BCP standards and expectations. Provides the authority and guidance necessary for effective BCP planning.
•Train BCP personnel on BCP methodology.

•Analyze all business processes & the impact of a disaster on them.
•**Determines the priorities for recovery.**
•Determines recovery time objective(s).
•Identify and measure the known risks .

•Analyze recovery requirements.
•Determine recovery alternatives and costs.
•Enables manager to select recovery strategies.

•Business Continuity Plans are written and "owned" by the business owner.
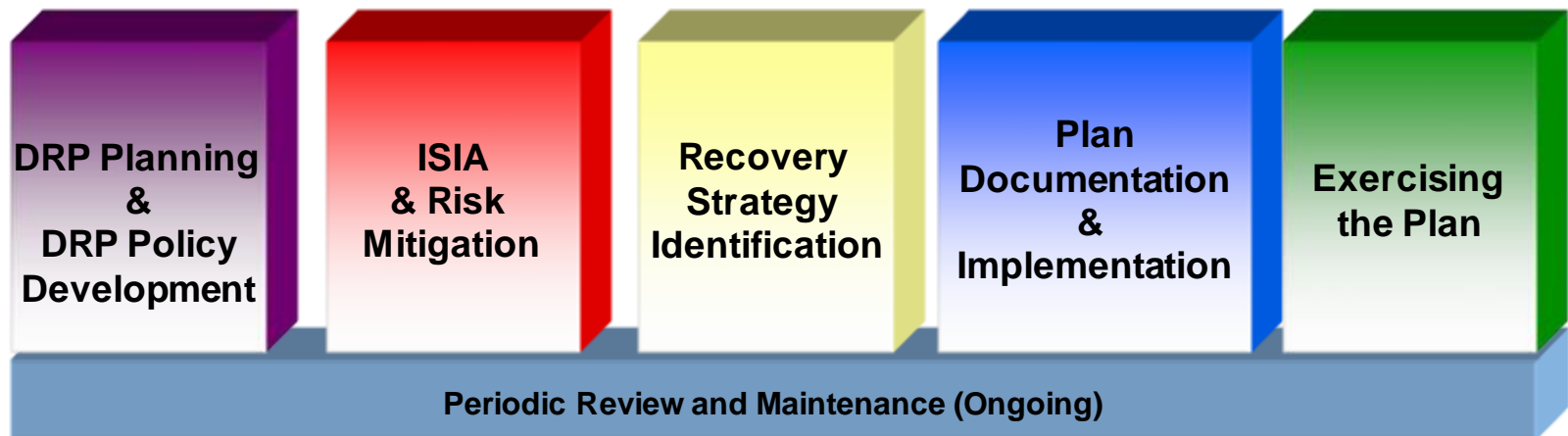•Recovery strategy is implemented.

•Conduct a test to validate the Business Continuity Plans.
• Provides recovery teams with opportunities to rehearse their roles.

Business Continuity Management Program

What is DRP?

- The Disaster Recovery Plan (DRP) focuses on the recovery of data and systems. The DR plan documents procedures for IS staff to follow when reestablishing business **system functionality** after an interruption. The DR plan is developed using the priorities and requirements for recovery identified by the Business Process Owners during the BCP process

- There are 5 phases to Disaster Recovery Planning…

Disaster Recovery Planning Overview

DRP Planning & DRP Policy Development	ISIA & Risk Mitigation	Recovery Strategy Identification	Plan Documentation & Implementation	Exercising the Plan

Periodic Review and Maintenance (Ongoing)

- Define roles and responsibilities.
- Develop policy to establish DRP standards and expectations.
- Provides the authority and guidance necessary for effective DRP planning.
- Train DR personnel on DR methodology.

- Identify application dependencies and system requirements.
- Determines recovery order for applications and infrastructure systems based on business requirements..
- Identify known risks.

- Analyze recovery requirements and identify gaps.
- Determine recovery alternatives and costs.
- Enables manager to select recovery strategies.

- Disaster Recovery Plans are written and "owned" by IT staff.
- Recovery strategy is implemented.

- Conduct a test to validate the Disaster Recovery Plans.
- Provides recovery teams with opportunities to rehearse their roles.

How to measure success?

1. BCMP steering committee updating the board of directors on BCMP status.
2. CMT plans reviewed ,updated, exercised and reported bi-annually.
3. BCP/BIA completed annually.
4. BCP plans reviewed, updated, exercised and reported annually.
5. DRP plans reviewed, updated, exercised and reported annually.
6. Life Safety plans are review, updated, exercised and reported annually.

Discussion Points

- Understanding your customer and specific industry requirements related to BCMP
  - Energy
  - Gov't
  - Finance
  - Healthcare