

## **Business Continuity Planning**

Business continuity plan that is looked into should be to the point. Though it is brief, it should show a clear picture of how the strategic objectives and resource requirements of an organization are implemented. Every organization has its own way of business continuity planning depending upon certain issues like the way technology is being used in that particular organization and also the document control procedures. The process of planning will improve the value of an organization as it will make the identification of critical functions and also helps in the recovery strategies. This makes the documentation very much basic for the Business Continuity Process (Doughty, K. 2001).

Some of the elements of plan documentation are given below:

1. The plan has to be organized in a logical sequence.
2. Plan should be very simple and also it has to be very easy to follow. Because, the information will be useless when it is hard to find out in stressful circumstances.
3. The plan has to be complete and at the same time, should not be giving out unnecessary details. Basically, it should have enough information from which people who didn't participate in the planning process can know what is

needed to recover the business without any disruption.

4. Glossary should be there that clearly defines the terms used.
5. Responsibility for the planning regarding individuals within the company must be there and the emergency lines of authority have to be described.
6. The resources and tasks needed to carry out a recovery have to be outlined.
7. Flexibility has to be there that addresses unforeseen events. It has to be noted that no two disasters will be exactly the same. Even the response and recovery of such disasters wouldn't be the same.
8. Midcourse correction and adaptation has to be allowed by the plan.
9. The assumption from which the plan is based or by which it is constrained has to be stated.

## **Reference**

Blyth, M. (2009). *Business continuity management: Building an effective incident management plan*. Hoboken, N.J: J. Wiley & Sons.

Doughty, K. (2001). *Business continuity planning: Protecting your organization's life*. Boca Raton: Auerbach.