

Business Continuity Planning

Definition

- Business Continuity planning is a planning process designed to reduce the risk that disruptive failures or events could seriously harm your business.
- It is designed to safeguard your business by ensuring the continuity of a minimum set of business functions and a smooth return to normal operating conditions when the crisis is over.

Causes of Failure

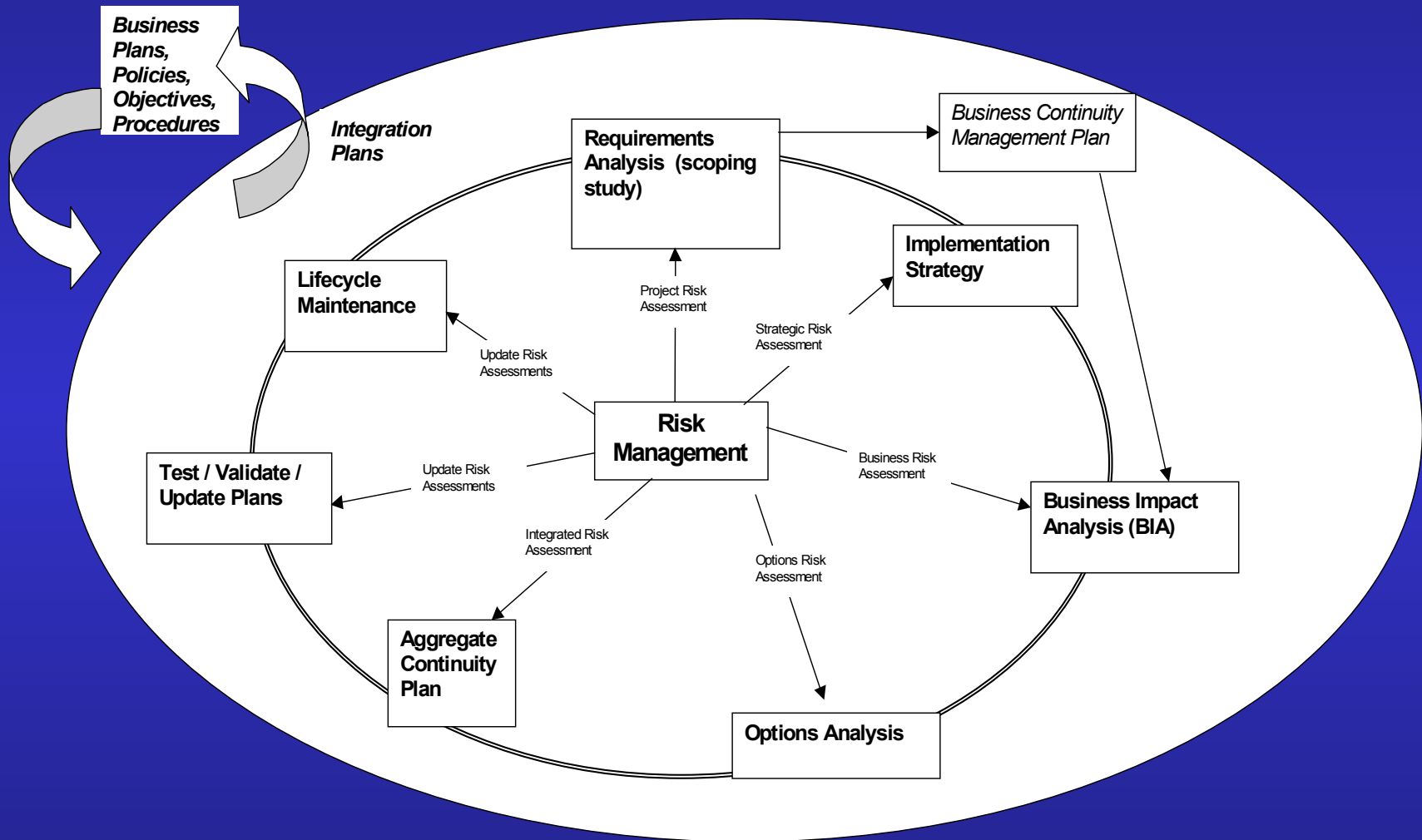
- Failures or events may be external or internal in nature
- External: Loss of power, communications, flooding, interruption of supply chain
- Internal: Loss of information, fire, corrupted IT systems, loss of key personnel

Purpose

- Provide predetermined actions to
 - Allow prompt resumption of critical functions
 - Reduce decision making during recovery operations
 - Allow return to normal operating conditions at the earliest possible time
 - Minimize financial loss and hardship
 - Minimize the extent of interruption

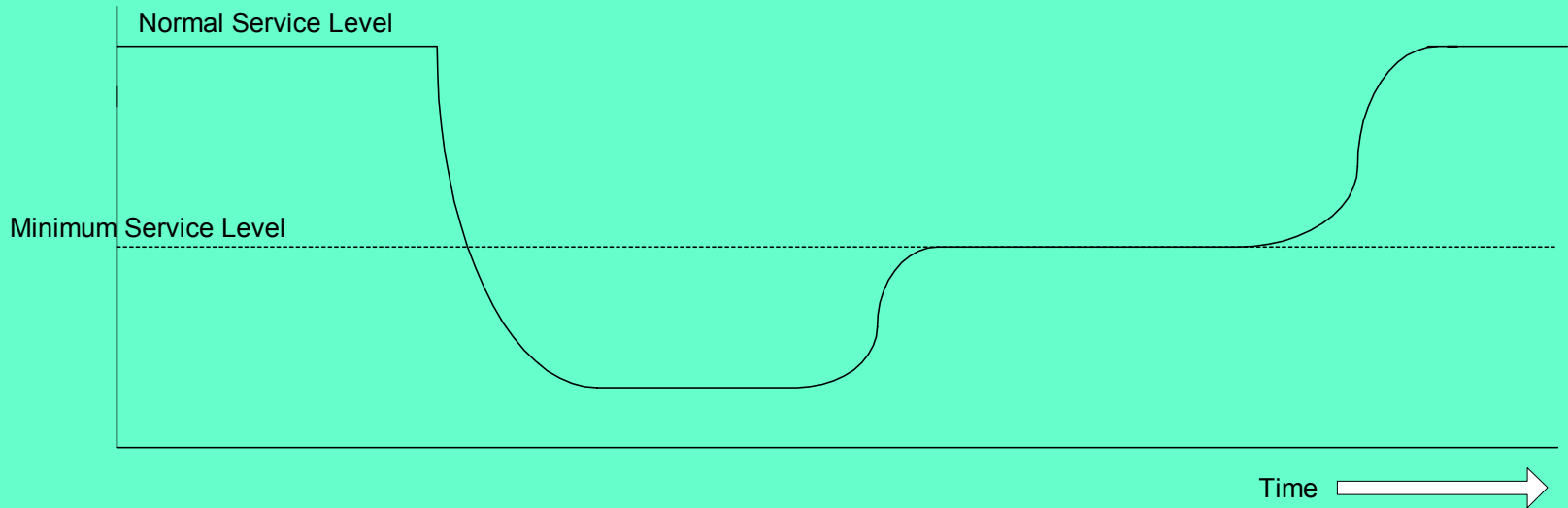
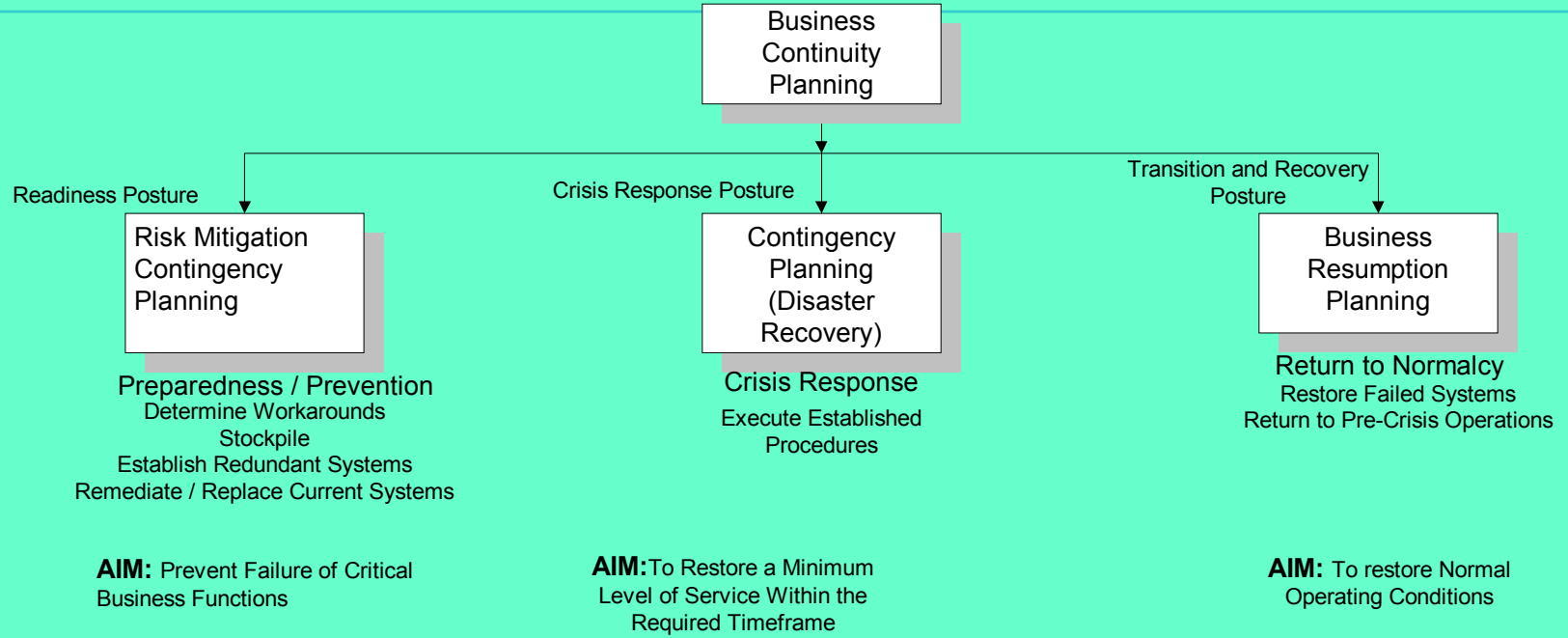
Required By

- US Securities Exchange Commission for companies >\$10M
- Emergency Preparedness Canada for all Government Departments
- National Contingency Planning Group and Treasury Board Secretariat for Mission Critical government functions for Y2K
- Fortune 500 Companies best practices

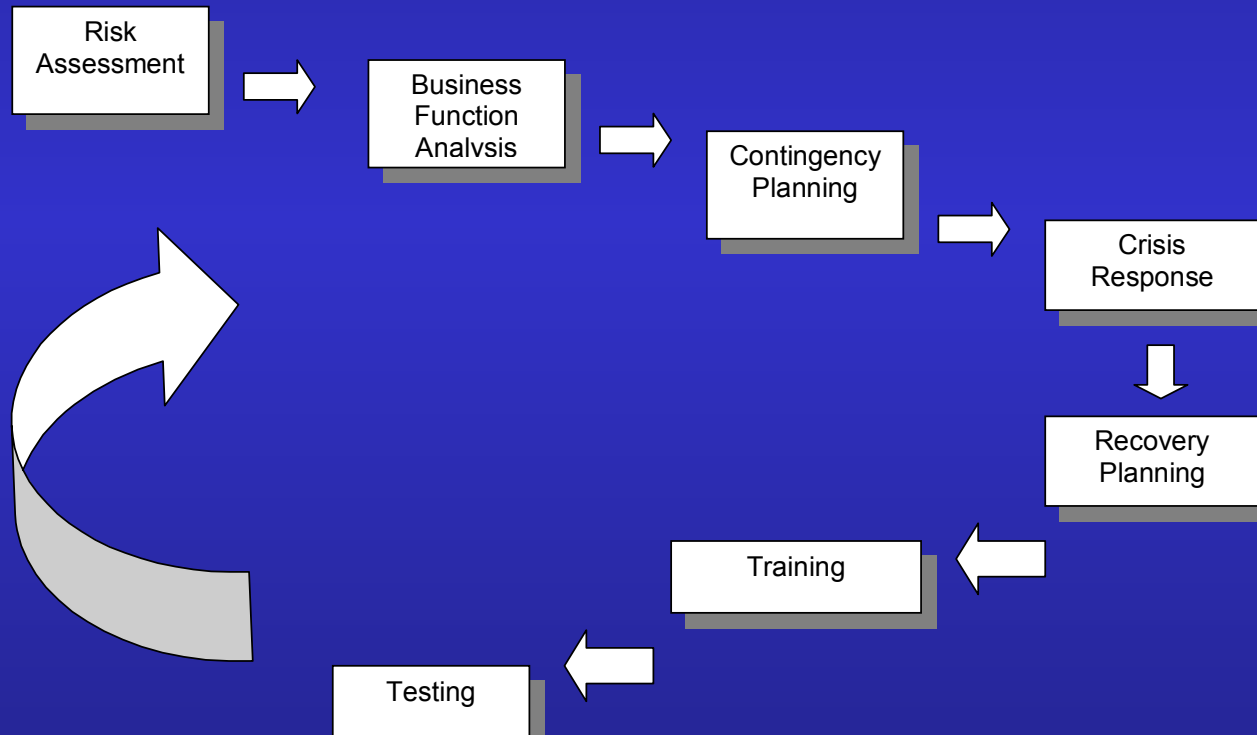


Benefits of Contingency Planning

- Successfully deal with threats to survival
- Successfully deal with threats to continuing operations
- Successfully deal with interruptions of critical functions
- Allows comprehensive planning and implementation of procedures that do not have to be invented in time of crisis



Process Diagram



Process Steps

- Risk Assessment
- Business Function Analysis
- Contingency Planning
- Crisis Response
- Recovery Planning
- Training
- Test / Validate / Update Plans

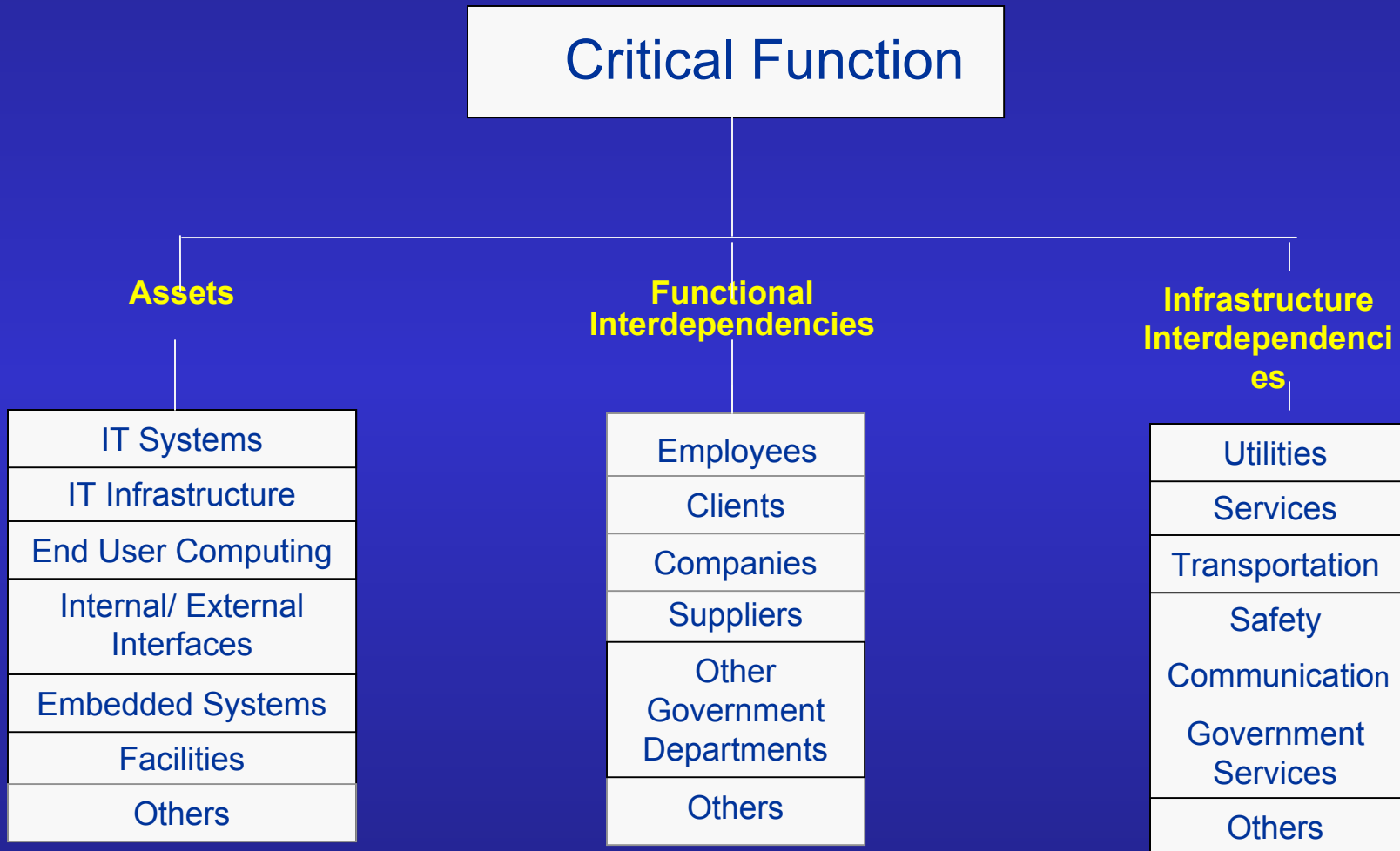
Risk Assessment

- Appraisal/review of existing documents, policies, business plans and disaster recovery plans
- Risk identification ensures that risks associated with all facets of business operations are captured
- Risk register is produced

Business Function Analysis

- Define business functions and relative criticality
- Map assets and interdependencies of critical business functions
- Determine consequence of failures and identify key vulnerabilities
- Determine the minimum service level and identify gaps in ability to deliver minimum service level in a crisis.

Assets & Interdependencies



Contingency Plan

- Define options for the plan wrt to function, process, system and people
- Define responsibility and reporting
- Identify resources required to invoke plan and procedures
- Cost benefit analysis to select cost effective procedures

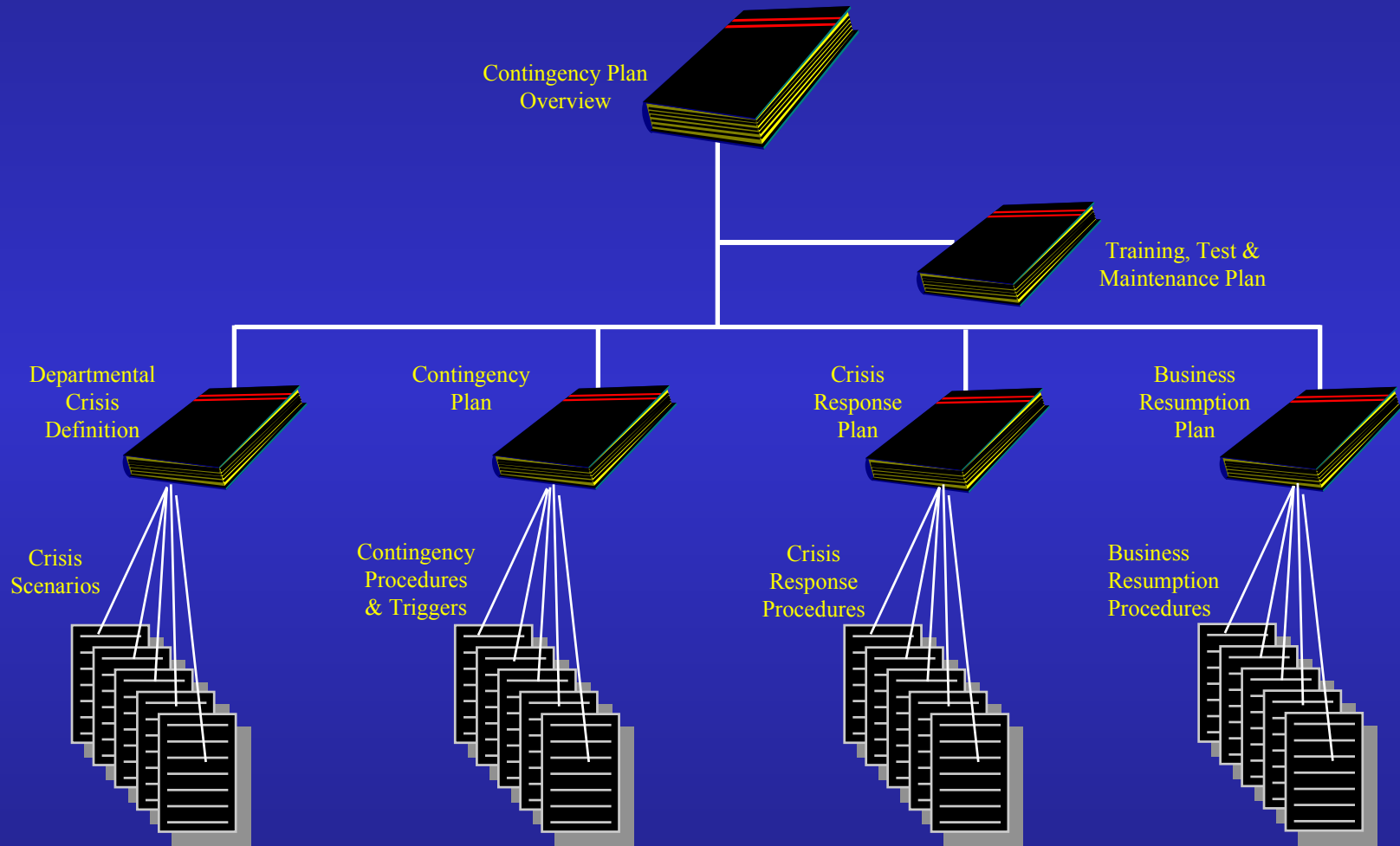
Crisis Response

- Crisis response activities include reporting and management response
- Developing plans and procedures to assess failures
- Describing thresholds for invoking contingencies
- Describing individual responsibilities and authorities

Recovery Planning

- Defines the planning necessary to return to normal operating conditions after a crisis.
- Dependent on the nature of business and contingency plans developed to-date

Business Continuity Plan



Training

- Develop training plan
- Conduct the training for the implementation of the business continuity plan
- Record lessons learned
- Make recommendations for changes to business continuity plan and procedures

Testing

- Design test program, write test scenarios and exercises, and conduct the test of business continuity plans
- Tests may be structured walkthrough, operational or live exercise
- Assess performance
- Validate test and gather lessons learned
- Develop recommendations and implement

Network

