

# Basic Steps to Develop a Business Continuity Plan



Step 1:

## Management Commitment

The first task is to appoint a member of senior management to oversee the process and be responsible for the development of suitable continuity plans.



## Step 2:

# Map All Critical Assets

The organization's critical business activities need to be reviewed to determine what types of disaster would have a serious impact on the business.



**Step 3:**

## BCP is not Only IT Oriented



Concentrate initial efforts on the most critical business system functions and do NOT restrict the plan to cover only information technology (IT) systems.

#### Step 4:

## Business Impact Analysis (BIA)

The potential financial impact of such disasters on the organization's bottom line needs to be assessed.



## Step 5:

# Business Continuity Strategy

Alternative strategies and procedures need to be identified that would enable critical business activities to continue or recover in the shortest possible time.



## Step 6:

# Roles and Responsibilities

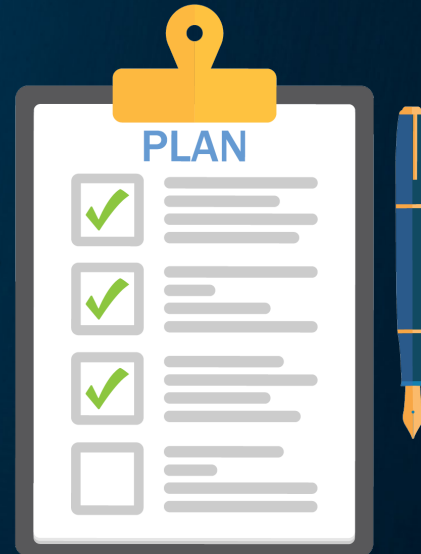


Prepare a plan allocating responsibilities and required actions.

Step 7:

## Review and Test The Plan

Review and test the plan under realistic conditions. You don't want to find at the time of a disaster, that your business continuity plan does not fit your business requirements.





Step 8:

## Training and Awareness

Make sure that all relevant personnel has proper training, and run an awareness training for all company's employees. Everyone should know at least the basic guidelines on how to behave in a case of a disaster.



## Step 9:

## Emergency Response



- Train the relevant staff and prepare alternative procedures to be used in emergencies – ensure everyone knows exactly what is expected of them in a particular emergency.
- Identify and train a core team to look after the initial organization and emergency handling.

Step 10:

## Regularly Update the Plan

Keep the plan current with regular reviews of critical functions (at least).





**You should test the BCP  
for adequacy!**

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