Business Continuity Planning Process

PHASE 1
PROJECT PLANNING

Objectives:
1. Determine scope of recovery for the department
2. Identify Recovery Coordinator
3. Management attends BCP for Management Teams – Part 1 and 2
4. Create recovery planning project with task lists, estimated timelines and established milestones
5. Define recovery mission statement for organization

Deliverables: Project plan & Mission Statement

PHASE 2
BIA/RISK ASSESSMENT

Objectives:
1. Complete a Business Impact Analysis to identify critical services
2. Complete a Risk Assessment (RA) to determine if vulnerabilities are possible or exist

Deliverables: BIA and RA survey results

PHASE 3
RECOVERY STRATEGY

Objectives:
1. Develop recovery strategies for critical services
2. Prioritize critical services for recovery
3. Determine mitigation controls for vulnerabilities
4. Define recovery assumptions for department
5. Create policies for recovery plan maintenance, exercise and distribution
6. Identify accountability measures for planners

Deliverables: Recovery Strategy Document

PHASE 4
RECOVERY PLANS

Objectives:
1. Team members attend BCP for Planning Teams training – Part 1 and 2
2. Planners attend Plan Recovery Facilitation training
3. Identify resources required to develop a disaster recovery plan
4. Planners attend LDRPS training
5. Planners develop recovery plans according to scope and standards set within the department

Deliverables: Recovery Plans

PHASE 5
EXERCISE PLANS

MAINTAIN PLANS

Objectives:
1. Exercise recovery plans in accordance with the Exercise Policy
2. Plans must be maintained in accordance with the Maintenance Policy
3. Plans must be distributed to appropriate individuals according to the Plan Distribution Policy

Deliverables: Exercise results and recovery plan updates