

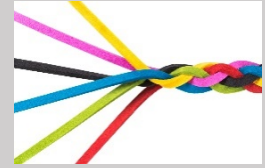
Best Practices for Business Continuity Planning

Partner with local community Emergency Manager and all organization depts. in all phases

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Program Administration:

- Obtain Executive Management Buy-In; Develop Continuity Program
- Develop Scope, Objectives and Assumptions
- Create Business Continuity Organization Structure



Business Impact Analysis:



- Develop questionnaire so that Business Impact Analysis (BIA) does risk assessment, evaluates the potential for lost data, develops recovery priorities and develops recovery time for business processes and information technology.
- Conduct workshop to instruct business function and process managers how to complete the BIA. Conduct follow-up interviews to validate information and fill any information gaps
- Identify Recovery Point Objective (RPO), which is the maximum tolerable period of time in which data might be lost. RPO is the backup frequency.

Recovery Strategies:

- Conduct gap analysis
- Suggest IT Controls – FMFIA, Sarbanes-Oxley and others, if they do not exist for normal processing or disaster recovery
- In the Business Continuity Plan (BCP), create detailed procedures, resource requirements and logistics for business recovery scenarios, and alternate worksites
- In the BCP, document all forms and resource requirements for all manual workarounds
- In the IT Disaster Recovery Plan (DRP), which could be in the BCP or separate, document detailed procedures, resource requirements, and data restoration plan for the recovery of information technology (networks and required connectivity, desktop/laptops, servers, wireless devices, applications, and data)



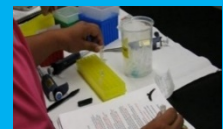
Plan Development:



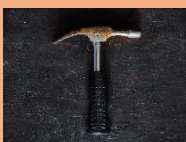
- Define incident management procedures
- Create Incident Action Plan
- Assemble BCP; validate; gain management approval

Testing & Exercises:

- Conduct training for business continuity team
- Conduct training for all employees regarding policies, procedures and responsibilities
- Update BCP and IT DRP to incorporate lessons learned from reviews, exercises and testing



References:



- <https://www.ready.gov/sites/default/files/2020-03/business-continuity-plan.pdf>
- FEMA 'Disaster Recovery for Information Systems' course