



SAMPLE DELIVERABLE

Business Continuity Plan

(Excerpt from Full Deliverable)

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BC 000000 Business Continuity Plan

ABC Company recognizes that a significant threat exists to its ability to continue normal business operations following a serious unexpected disruptive incident. The organization has a high level of dependency upon its automated systems and processes and this creates risks which need to be mitigated.

The organization further recognises that it needs to recover from disruptive incidents in the minimum possible time and that this necessity to ensure a speedy restoration of services requires a significant level of advance planning and preparation.

This Business Continuity Plan has been prepared to assist the organization to manage a serious disruptive crisis in a controlled and structured manner. It contains information on emergency contact details, strategies to mitigate impact, procedures to be implemented and communication processes to be followed in response to a serious disruptive event.

CONTENTS

Chapter 01	Initiating the Project
Chapter 02	Assessing Business Risk and Impact of Potential Emergency
Chapter 03	Preparing for a Possible Emergency
Chapter 04	Disaster Recovery Phase
Chapter 05	Business Recovery Phase
Chapter 06	Testing the Business Recovery Process
Chapter 07	Training Staff in the Business Recovery Process
Chapter 08	Keeping the Plan Up-to-date

BCP Process Control Summary for [BC 000000](#)

(Click on a reference number above to access that section directly)

BCP PROCESS CONTROL SUMMARY FOR BC 000000

BCP ACTIVITY	START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED	
			INITIALS	DATE	INITIALS	DATE
Chapter 01 Initiating the Project						
Chapter 02 Assessing Business Risk and Impact of Potential Emergency						
Chapter 03 Preparing for a Possible Emergency						
Chapter 04 Disaster Recovery Phase						
Chapter 05 Business Recovery Phase						
Chapter 06 Testing the Business Recovery Process						
Chapter 07 Training Staff in the Business Recovery Process						
Chapter 08 Keeping the Plan Up-to-date						

BC 010000 INITIATING THE BCP PROJECT

The Business Continuity Plan (BCP) is regarded as a high priority in the support services development cycle. The preparation of this BCP has been accorded full development project status, and this section of the BCP contains the process templates for initiating the BCP Project.

Contents of Chapter 01

Section BC 010100 Project Initiation Activities
Section BC 010200 Project Organization

(Click on a reference number above to access that section directly)

BCP PROCESS CONTROL SUMMARY FOR CHAPTER 01

BCP ACTIVITY	START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED	
			INITIALS	DATE	INITIALS	DATE
Section BC 010100 Project Initiation Activities						
Section BC 010200 Project Organization						

BC 010100 PROJECT INITIATION ACTIVITIES

This section of the plan contains the activities and information necessary to successfully initiate the BCP Project. These activities include a BCP policy statement and a preliminary project budget.

Contents of Section BC 010100

BC 010101	Review Existing BCP (if available)
BC 010102	Benefits of Developing a BCP
BC 010103	BCP Policy Statement
BC 010104	Preliminary BCP Project Budget
BC 010105	Procedure for Approving BCP Content
BC 010106	Communication on BCP to All Employees

BCP Process Control Summary for Section [BC 010100](#)

(Click on a reference number above to access that topic directly)

BCP PROCESS CONTROL SUMMARY FOR

SECTION BC 010100 - PROJECT INITIATION ACTIVITIES

BC 010101 Review Existing BCP (if available)								
START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED		UPDATED		
		INITIALS	DATE	INITIALS	DATE	No.	INITIALS	DATE
						1		
						2		
						3		
						4		

BC 010102 Benefits of Developing a BCP								
START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED		UPDATED		
		INITIALS	DATE	INITIALS	DATE	No.	INITIALS	DATE
						1		
						2		
						3		
						4		

BC 010103 BCP Policy Statement								
START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED		UPDATED		
		INITIALS	DATE	INITIALS	DATE	No.	INITIALS	DATE
						1		
						2		
						3		
						4		

BC 010104 Preliminary BCP Project Budget								
START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED		UPDATED		
		INITIALS	DATE	INITIALS	DATE	No.	INITIALS	DATE
						1		
						2		
						3		
						4		

BC 010105 Procedure for Approving BCP Content								
START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED		UPDATED		
		INITIALS	DATE	INITIALS	DATE	No.	INITIALS	DATE
						1		
						2		
						3		
						4		

BC 010106 Communication on BCP Project to All Employees								
START DATE	TARGET COMPLETION DATE	COMPLETED		REVIEWED		UPDATED		
		INITIALS	DATE	INITIALS	DATE	No.	INITIALS	DATE
						1		
						2		
						3		
						4		

BC 010101 REVIEW EXISTING BCP (IF AVAILABLE)

The first stage in the BCP Plan is to review any existing BCP documentation and to review this documentation against best practice criteria. This form is designed to record findings during that process.

Does a BCP exist?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If YES, answer the following questions. (If NO, go directly to BC 010102)	
1. a) State date when BCP was created	
b) State date when BCP was last updated	
2. Does the BCP identify the BCP Team responsible for its maintenance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	
3. Does the BCP include the following:	
➤ Business Risk and Impact Analysis	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	
➤ Documented activities necessary to prepare the organization for possible emergencies (including strategic recovery measures)	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	
➤ Detailed activities for dealing with the initial emergency situation (Business Continuity Plan)	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	
➤ Procedure for managing the Business Recovery process	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	
➤ Plan for testing the BCP process	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	
➤ Plan for training staff in the Business Recovery process	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	
➤ Procedure for keeping the plan updated	<input type="checkbox"/> YES <input type="checkbox"/> NO
COMMENTS:	

COMPLETED BY	NAME:	DATE:
REVIEWED BY	NAME:	DATE:

BC 010103 BCP POLICY STATEMENT

A successful BCP Project depends on receiving a high level of support from both the Board and Senior Management.

The Board has approved the following BCP Policy Statement.

- This plan takes into consideration the effect of a disaster, in all levels, and how it will impact the business.
 - As far as the impact, this document will show the levels of the impact and resolutions of each level.
 - This document will also show the business recovery process as well as the systems recovery process.
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- ADDITIONAL COMMENTS:

THIS POLICY STATEMENT WAS COMMUNICATED TO ALL MANAGEMENT AND STAFF ON <DATE>

<i>COMPLETED BY</i>	NAME:	DATE:
<i>REVIEWED BY</i>	NAME:	DATE:

BC 010104 PRELIMINARY BCP PROJECT BUDGET

Projected costs for preparing the Business Continuity Plan are shown below. This covers the costs of resourcing the BCP Project, but excludes the implementation of mitigating strategies contained in Chapter 3.

DESCRIPTION OF ITEM	COST
None	
ADDITIONAL COMMENTS:	

<i>COMPLETED BY</i>	NAME:	DATE:
<i>REVIEWED BY</i>	NAME:	DATE:

BC 010106 COMMUNICATION ON BCP TO ALL EMPLOYEES

It is necessary that all employees are kept regularly up to date on issues concerning the BCP Project. The following statement concerning the BCP Project was issued to all employees on <DATE> to advise them about the initiation of the project.

<i>COMPLETED BY</i>	NAME:	DATE:
<i>REVIEWED BY</i>	NAME:	DATE:

BC 010200 PROJECT ORGANIZATION

There are a number of essential tasks common to the establishment of any significant project. These include assembling the Project Team and appointing a Project Manager and Deputy Project Manager. Other issues include documenting the project milestones, objectives and deliverables. These activities are supportive to the Project Initiation Activities covered in Section 010100 above.

Contents of Section BC 010200

- [BC 010201](#) Terms of Reference for BCP Project Manager
- [BC 010202](#) Appoint BCP Project Manager and Deputy
- [BC 010203](#) Select and Notify BCP Project Team
- [BC 010204](#) Initial BCP Project Meeting
- [BC 010205](#) Project Objectives and Deliverables
- [BC 010206](#) Project Milestones
- [BC 010207](#) Project Reporting Requirements and Frequency
- [BC 010208](#) Required Documents and Information

BCP Process Control Summary for Section [BC 010200](#)

(Click on a reference number above to access that topic directly)