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Business Continuity plan Program Schedule and Review

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Template CONTINGENCY PLANNING program schedule

Contents

[Purpose 2](#_Toc121433708)

[BCP and BIA Maintenance 2](#_Toc121433709)

[Plan Testing 2](#_Toc121433710)

[Plan Location and Distribution 3](#_Toc121433711)

[Mitigation Strategy 3](#_Toc121433712)

[Preparedness Strategy 4](#_Toc121433713)

[Post Event Review 4](#_Toc121433714)

[Training and Testing 5](#_Toc121433715)

# Purpose

This BCP (Business Continuity Plan) is intended to improve the security posture of this organization by creating a system of risk management that mitigates and prepares for risk by including actionable procedures and guidance towards prevention and recovery from the threats against the continued operation of mission and business operations.

Using this BCP this organization will plan to limit injuries and damage, and resume business operation as quickly as feasibly possible when effected by crisis or incident.

The documentation provided within this BCP Program schedule will provide details for maintenance, training, implementation of mitigation, and storing and distribution of the BCP.

# BCP and BIA Maintenance

The BCP and the BIA (Business Impact Analysis) will be reviewed and updated annually at a minimum or when substantial changes are made to the document, organization, business function, business environments, personnel, assets, locations, etc. Responsibilities for the revision and modifications to the BCP will be assigned by the organization’s executive office and CISO (Chief Information Security Officer).

# Plan Testing

Testing of the BCP will be conducted annually at a minimum and will include, but is not limited to, table-top exercises, walkthroughs, or full simulations and will include all employees responsible for recovery team participation. Testing of the BCP will identify weaknesses in the plan including feasibility, oversight, missing steps, errors, and inconsistencies. Responsibility for the administration, approval of the results, and documentation of BCP testing will be assigned by the CISO and recovery team leaders.

# Plan Location and Distribution

The BCP will be readily available to all recovery team participants including the CISO, recovery team leaders, and recovery team members. The BCP will be stored physically on-site, and digitally on secured organization servers. Location of the BCP will be disclosed to all recovery team participants as appropriate with considerations to their job function, department, and location during such times as onboarding, testing, and when changes are made to its location.

Distribution of the BCP will be conducted during plan activation as described by the plan activation procedures or when deemed appropriate by the CISO, recovery team leads, and assigned members of the recovery team responsible for plan activation. Disclosure of the BCP will be done digitally through email, text, call, and handouts of physical copies depending on recovery team location and availability of services as determined appropriate by the CISO, recovery team leads, and assigned members of the recovery team responsible for plan distribution.

# Mitigation Strategy

This section of the BCP is intended to identify actionable mitigation strategies that this organization can use to help eliminate or lessen the risks to its mission and business operations. It is important to clearly establish the actions that can be taken and use appropriate and concise vocabulary within our mitigation action statements such as the verbs “remove”, “install”, “prepare”, and “purchase”. This section of the BCP will select items from the Risk Assessment Form, describe associated consequences, and outline actions to eliminate or lessen risks to people and to the organization.

**Business Continuity Plan Mitigation Table:**

|  |  |  |
| --- | --- | --- |
| **Risk** | **Consequences** | **Actionable Mitigation Strategies** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |
|  |  | **Actions to Eliminate Risk:**  **Actions to Lessen Impact:** |

# Preparedness Strategy

There is no one way to prepare for an incident when one, or multiple incidents simultaneously, occur. While in an ideal situation no incidents would ever happen, but if something can happen it will eventually happen. This is where the preparedness section of the BCP comes into play. Encouraging creativity and engagement with personnel and departments with their own sets of responsibilities and goals is important to developing a successful BCP – in this form especially. Identifying and developing as many strategies as possible for handling each occurrence of an incident is an effective strategy to being prepared for when they happen.

Like in the mitigation section of this BCP, using appropriate and concise language is important within our preparedness strategy action statements. This section of the BCP will identify individual tools, skills, systems, personnel, or business assets that may become unavailable due to impact by risk, and the strategies that may be deployed to prepare this organization in event of such an instance occurring.

**Business Continuity Plan Preparedness Table:**

|  |  |
| --- | --- |
| **Impacted Tool, Skill, System, Personnel, or Business Asset** | **Preparedness Strategy** |
|  |  |
|  |  |
|  |  |

# Post Event Review

This section of the BCP will be performed as soon as possible following an event that requires the use of this BCP. The intention of conducting a post event review is to identify areas of improvement in developing this BCP, training, and will avoid finding fault or blame. The primary focus of this section is to improve the systems intended to eliminate or reduce impact of risk and incidents by improving the resources found within this BCP and its associated training.

**Business Continuity Plan Post Event Review Table:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of the event** | **Persons Involved** | **Effected Systems** | **What was done well** | **What could be done differently** | **Additional Comments/ Concerns** |
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# Training and Testing

This section of the BCP will identify personnel that must be included in training as appropriate for the improvement of action response and the success of Recovery Teams. The training and testing form will include persons being trained, entities or persons providing the training, activities used in training, when and where training will be provided, purpose of training, and methods of evaluation and documentation.

Materials included in training will be determined by the training provider as appropriate based on the role and responsibilities of the individual or Recovery Team including information regarding relevant risks to the nature of the incidents, appropriate communication methods and disclosure of information, proper procedures, and the location and access of necessary equipment and resources.

**Business Continuity Plan Training Table:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Person Receiving Training** | **Training Provider** | **Training Activities** | **Time and Location of Training** | **Purpose of Training** | **Method of Evaluation** | **Method of Documentation** |
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