





Aim

To familiarize the students with the importance of business continuity plan (BCP) and the creation of various strategies which are used to avoid organizational threats and business risks and also to ensure that personnel and assets are protected and able to function in the occurrence of a disaster.





Instructional Objectives

Objectives of this chapter are:

- Explain the need of Business continuity plan which is used to create a response plan
- Demonstrate various phases of business continuity plan (BCP) creation process which help the organization to develop a successful business continuity plan
- Illustrate the key success factors of a successful BCP which help the business owner to plan a set of action-oriented tasks and procedures



Explain The Need of Business Continuity PlanWhich is Used to Create a Response Plan



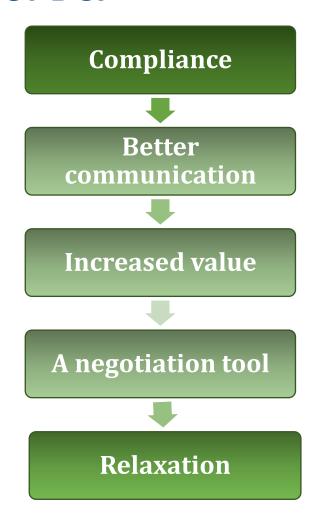
Need of BCP







Need of BCP









- 1) The main use of BCP is _____ and maintain trust and confidence within the organization.
- a) To minimize the disruptions in business operations
- b) To identify the threats and risks facing by a company
- c) To find out the places where critical data, as well as assets, are stored
- d) To protect the business operations

- 2) Business continuity management (BCM) team is responsible for developing an effective business continuity plan
- a) True

b) False





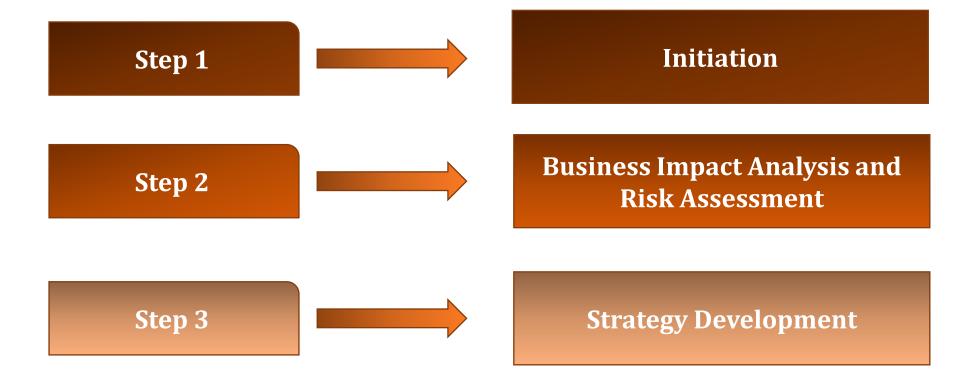
- 3) Which process enables a business to deal with any adversities occurring to it?
- a) BIA
- b) BCM
- c) BCP
- d) Strategy development



Demonstrate Various Phases of Business Continuity Plan (BCP) Creation Process which Help The Organization to Develop a Successful Business Continuity Plan

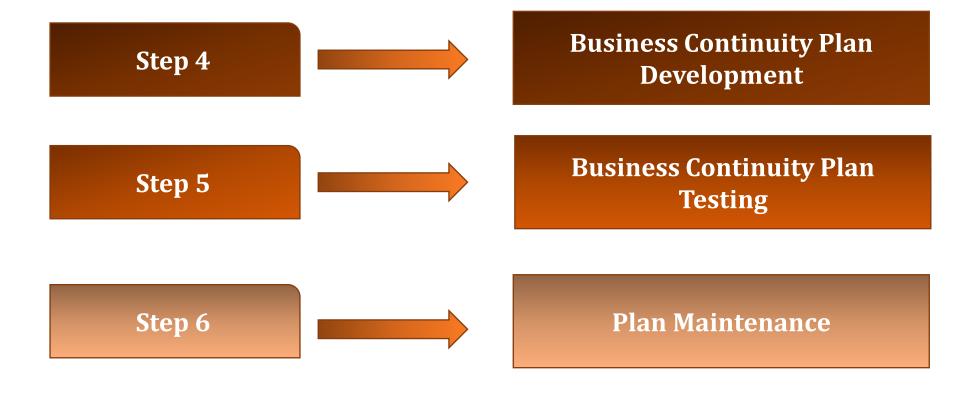


Steps involved in creating a BCP



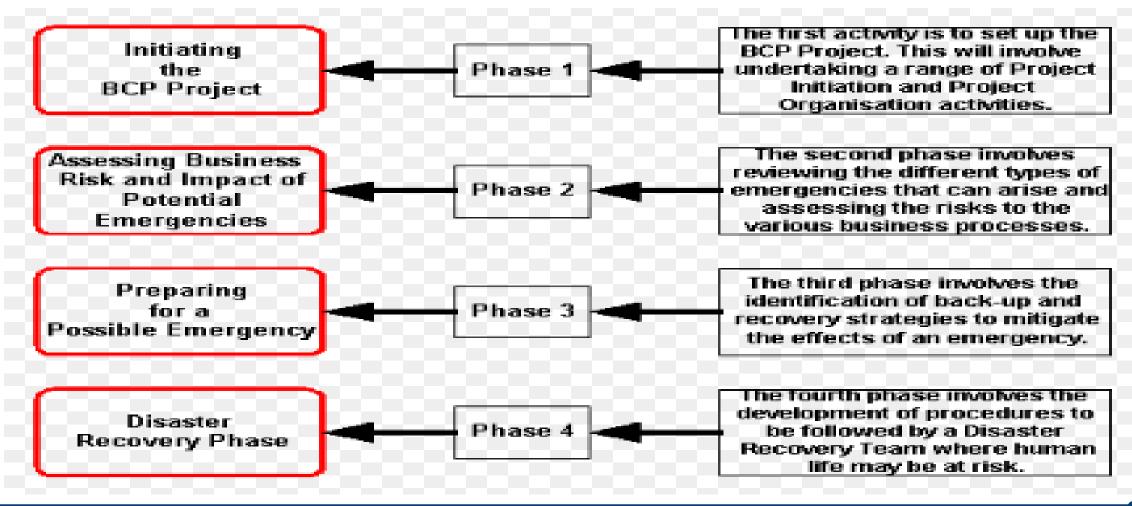


Steps involved in creating a BCP



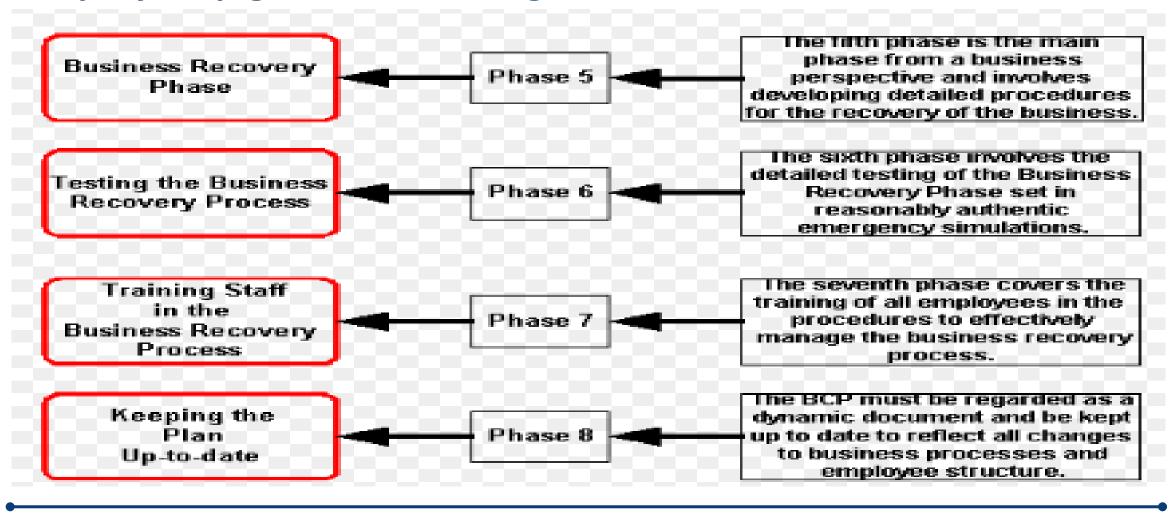


Step by step guide to creating BCP





Step by step guide to creating BCP





Elements of Business Continuity Management

Risk Mitigation Plan **Business Continuity Plan**

Pandemic Plan

Contingency Plan

Business Recovery

Audits





- 1) Which step in creating a BCP identifies the strategy for managing risks that are found during risk assessment process?
- a) Initiation
- b) Business Impact Analysis and Risk Assessment
- c) Strategy Development
- d) Business Continuity Plan Development
- 2) Plan testing decides methodology for testing BCP, the frequency of testing, the level of testing, and the way to determine the success of failure of the test.
- a) True

b) False





- 3) Which is not an element of BCM?
- a) Risk Mitigation Plan
- b) Business Continuity Plan
- c) Strategy Development
- d) Audits



Illustrate The Key Success Factors of A Successful BCP which Help The Business Owner to Plan A Set of Action-oriented Tasks and Procedures



Component of Business Continuity Plan

A clearly defined team

A detailed plan

Effective testing



Component of Business Continuity Plan

Crisis Communications

Employee safety

Uninterrupted access to business resources

Continuous IT operations





- 1) When should the BCP be reviewed?
- a) Twice a year
- b) At least once annually
- c) Once a month
- d) Quarterly
- 2)A BCP which is ineffective may lead to more disadvantages than not having one.
- a) True

b) False





Summary

- Business continuity is a proactive plan to avoid and mitigate risks associated with a disruption of operations.
- ➤ BCP details steps to be taken before, during and after an event to maintain the financial viability of an organization.
- ➤ The seven elements of BCP are essential parts of any effective business continuity strategy.
- ➤ The goal is to understand what is critical, and to encompass all of the necessary parts (personnel, network, platforms, applications and data) when evaluating the components that support critical processes.
- An effective business continuity plan is essential to restore company operations, protect your reputation and minimize the risk of serious financial loss in a disaster.





e-References

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- 7 key elements of business continuity. Retrieved on 10th July 2017, from https://www.citrix.co.in/articles/7-key-elements-of-business-continuity.html
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External Resources

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- 2. Harvard Business School (2004), Crisis Management Mastering Skills, Harvard Business Press
- 3. Jon William Toigo (2012), Disaster Recovery Planning: Preparing for the unthinkable (3rd Edition),