





Aim

To equip the students with the basic concept of business continuity plan and disaster recovery plan, to develop and test a specific set of plans to protect business operations and also to provide the ways for the recovery of data in case of any accidental damage, loss or failure of facilities.





Instructional Objectives

Objectives of this chapter are:

- Explain business continuity plan and its elements
- Identify the scopes and objectives of disaster recovery planning used in disaster strategies during the process of disaster to protect business infrastructure
- Describe the various technical terms used in BCP and DRP creation based on their services and functionalities

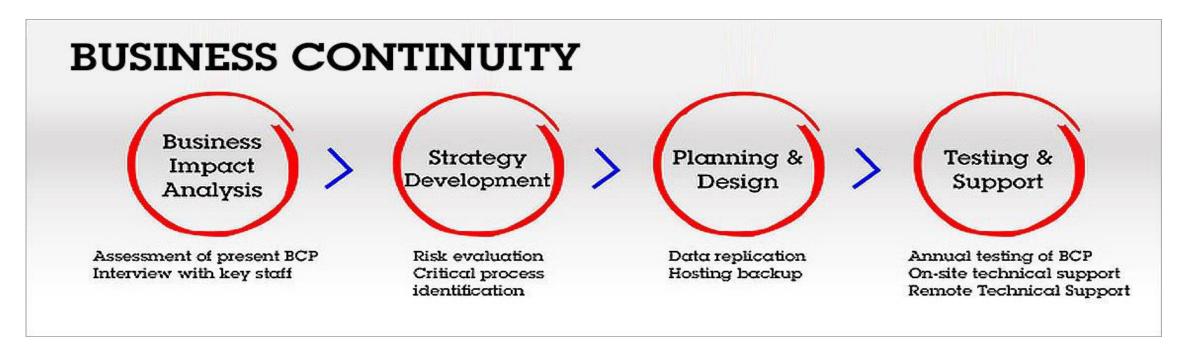


Explain Business Continuity Plan and its Elements



Business Continuity Plan

The business continuity planning (BCP) is the creation of a strategy to identify threats and risks facing by a company, and providing solutions to protect company's assets and business operations.





Element of Business Continuity Planning

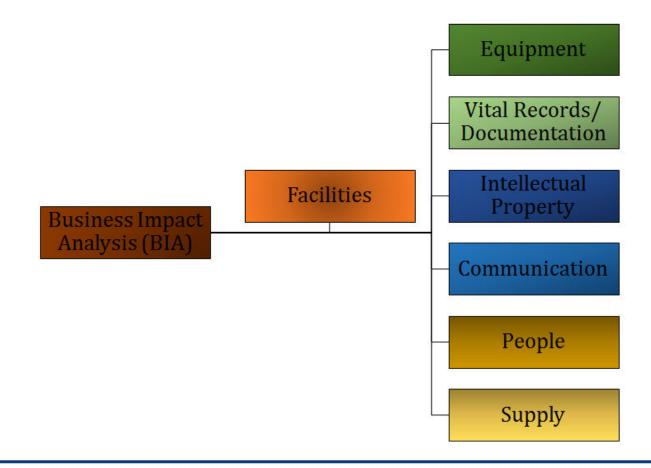
The following elements are essential parts of any effective business continuity strategy.





Element of Business Continuity Planning

Business Impact Analysis (BIA)





Element of Business Continuity Planning

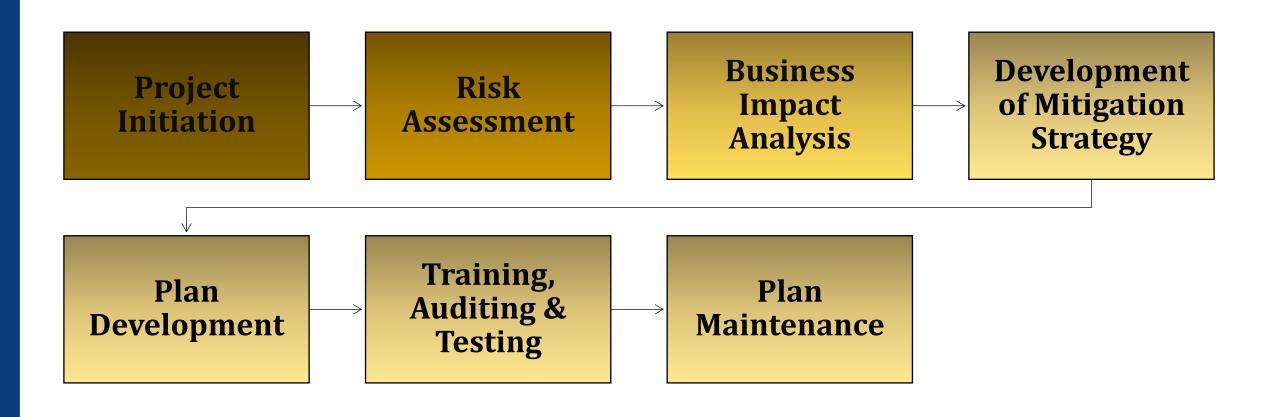
❖ Risk Assessment

Risk Management

Risk Monitoring



Phases of Business Continuity Process







Quiz / Assessment

1) Which one is the element of business continuity planning?

a) Plan Development

b) Plan Maintenance

c) Project Initiation

d) Risk Assessment

2) A business continuity plan (BCP) should cover all essential and critical business activities.

a) True

b) False

3) Which process helps in Business Continuity Plan?

a) Risk monitoring

b) Risk Assessment

c) Risk Management

d) BIA



Identify the Scopes and Objectives of Disaster Recovery Planning used in Disaster Strategies During the Process of Disaster to Protect Business Infrastructure



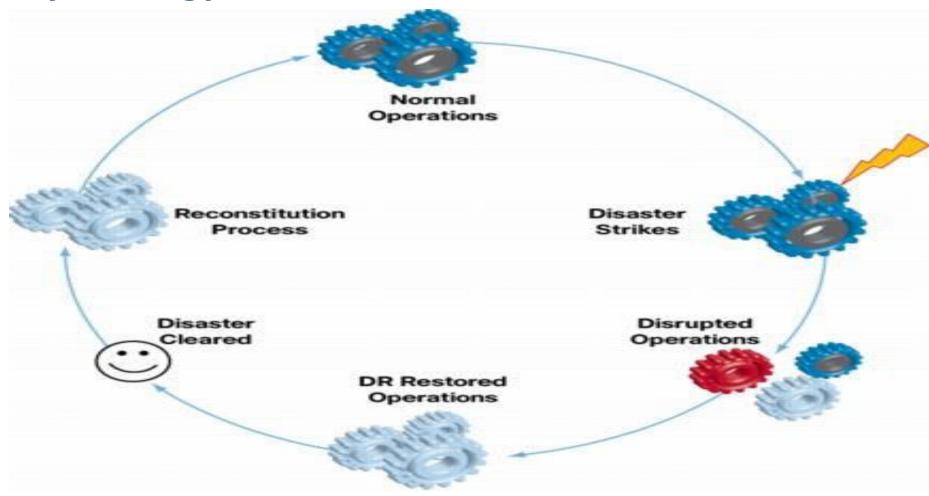
Business Resumption Plan(BRP) or Disaster Recovery Plan(DRP)

It is the structured approach to recover and protect the business at any events of disasters.





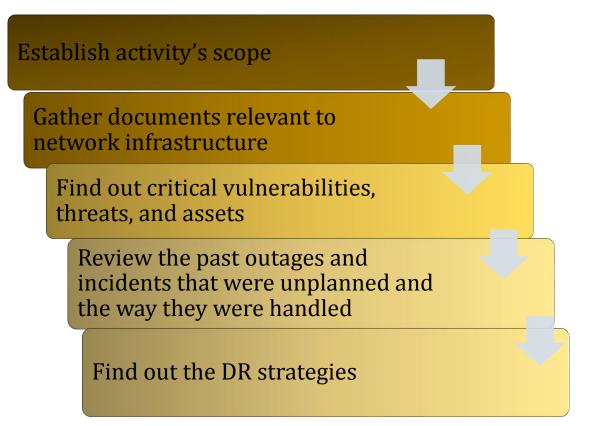
Recovery Strategy





Disaster Recovery Planning Steps

DR plan includes the following







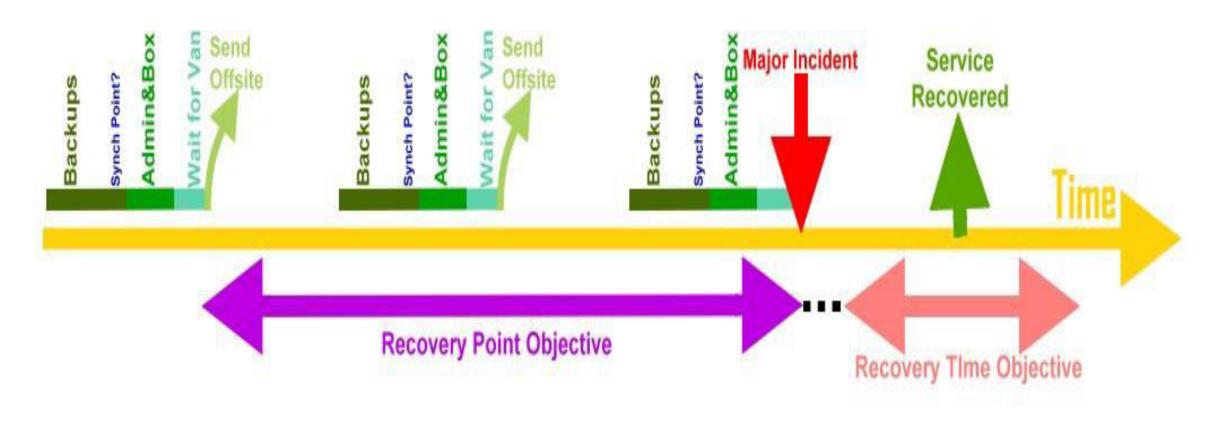
Creating Disaster Recovery Plan

The aspects included in the DR Plan are as follows

DR policy statement and statement of the intent Tools for authentication like passwords The goals of the plan Geographical factors and risks The history of the plan Action steps and also legal and financial information



Objectives And Scope of DR Planning





Types of Disaster Recovery Plan

Virtualized Disaster recovery plan Network disaster recovery plan Cloud disaster recovery plan Data center disaster recovery plan





Quiz / Assessment

1) Business continuity is a new name for Disaster recovery.

a) True

b) False

2) A disaster recovery plan (DRP) must consider which of the following items?.

a) Cost

b) People

c) Software

d) B & C

3) To decide on a backup strategy for your organization, which of the following should you consider?

a) RPO (Recovery Point Objective)

b) Recovery strategies

c) BCP

d) Risk analysis



Describe the Various Technical Terms used in BCP and DRP Creation Based on their Services and Functionalities



Common Terminologies Used In BCP And DRP

Terminology	Meaning
Awareness	Guideline of basic BC issues and limitations to the staff so that, they can
	recognize threats and respond accordingly.
Backlog	The amount of pending work because of unavailability of a system or
	process.
Backup (Data)	A process of coping data in some form which can be used, if original data
	is lost
Business Continuity	A process of planning and implementation for overall recovery of an
	organization
Business Continuity Management (BCM)	A management process which identifies the risk, vulnerabilities, and
	threats and provides a framework for creating organizational resilience
	and the efficiency for an active response.
Business Continuity Plan (BCP)	Set of procedures which guide organizations to recover and resume the
	business operations in the event of a disaster.
Business Continuity Strategy	A specific approach developed by the organization to ensure its recovery
	and continuity at the event of a disaster.



Common Terminologies Used In BCP And DRP

Terminology	Meaning
Business Impact Analysis (BIA)	A systematic process to identify and validate the potential effects of an
	interruption to critical business operations as a result of a disaster.
Business Recovery	Steps were taken to recover and resume the business operations within an
	acceptable timeframe at the time of a disaster.
Contingency Planning	The process of making arrangements and procedures which make the
	organization capable of responding to a disaster.
Disaster	A serious disruption of the functioning of a business involving widespread human,
	material, economic or environmental loss and impacts, and stop the ability of the
	business to cope using its own resources.
Disaster Recovery (DR)	The policy and procedure to preparing for recovery of business operations after a
	disaster.
Disaster Recovery Plan (DRP)	A management approved document which defines the resources, task, actions,
	processes and data required to manage the technology recovery effort
Business Impact Analysis (BIA)	A systematic process to identify and validate the potential effects of an
	interruption to critical business operations as a result of a disaster.



Common Terminologies Used In BCP And DRP

Terminology	Meaning
Gap Analysis	A survey whose aim is to identify the differences in business processes between before and after a disaster.
Objective	The goal of an organization
Recovery Point Objective (RPO)	The point in time to which business operations are recovering and resume after a disaster.
Recovery Time Objective (RTO)	The time period within which business operations should be recovered after a disaster.
Risk Analysis	The calculation of risk of threats to an organization
Risk Management (RM)	The processes, policies, and operations which are put in place to effectively manage business threats.
Threat	A combination of risk and the consequence of that risk to spoil business operations.
Vulnerability	The way to which business assets, information, infrastructure, technologies and other resources are exposed to the risk of being harmed or attacked





Quiz / Assessment

1)	Business Continuity is a process of _	for overall recovery of a	ın
	organization	-	

a) Planning and Implementation

b) Risk assessment

c) Mitigation strategy

d) Auditing

2) Disaster Recovery (DR) is the policy and procedure to preparing for recovery of business operations after a disaster

a) True

b) False





Quiz / Assessment

- 3. Gap Analysis is a survey whose aim is _____
 - a) to identify the differences in business processes between before and after disaster.
 - b) to identify and validate the potential effects of an interruption to critical business operations
 - c) to recover and resume the business operations within an acceptable timeframe.
 - d) to prepare for recovery of business operations after a disaster





Summary

- The purpose of the BCP is to help ensure timely resumption of operations in the event of a disruption.
- Business Impact Analysis (BIA) helps to determine threats and evaluate the potential effects of an interruption to critical business operations as a result of a disaster, or emergency.
- Risk Management helps in preparing a business continuity plan
- Risk monitoring is the final step used to developing a program which ensures that current plan is efficient enough to perform business operations.
- Project initiation, BIA, Development of Mitigation Strategy Plan Development Training, Auditing & Testing Plan Maintenance are the phases of BCP.
- Disaster recovery plan specifies procedure an company is to follow at the event of any disaster or emergency.





e-References

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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),