Chapter 2.1

Elements of BCP

Aim

To familiarize the students with the purpose of business continuity management and also to prepare an effective business continuity plan which is essential to restore company operations, protect company's reputation and minimize the risk of serious financial loss in a disaster.

Instructional Objectives

Objectives of this chapter are:

- Explain the need for business objectives to ensure the uninterrupted availability of all key business resources

- Analyse various activities and procedures used by the top level management to protect the business information

- Demonstrate the usage of various components of a business continuity plan and how they are interconnected to protect the organization from a disaster

Explain The Need for Business Objectives To Ensure The Uninterrupted Availability of All Key Business Resources

Business Continuity Plan Objectives

- Guidance to disaster recovery teams
- Identify disaster recovery personnel
- Assess risks and impact
- Introduce step-by-step protocols

Business Continuity Plan Objectives

Find the location of critical data and assets

Prioritize emergency communications

Identify backup locations and resources

Outline existing preventative measures

Find weaknesses and propose solutions

Business Continuity

Quiz / Assessment

1) The major objective of the business continuity management is _____.
a)   To identify the ones who are going to be part of the disaster recovery team
b)   To find the threats that affect operations in the business
c)   To find out the places where critical data, as well as assets, are stored
d)   To guide the disaster recovery team

2) BCP explains the protocols, tools, and technologies that are available for preventing or mitigating the consequences of the disaster.
a)   True   b) False

Quiz / Assessment

3) Which one of the following BCP objective is to find threat that affect operations in the business and also address them appropriately?

a) Guidance to disaster recovery teams
b) Identify disaster recovery personnel
c) Assess risks and impact
d) Introduce step-by-step protocols

Analyse Various Activities and Procedures Used by The Top Level Management to Protect The Business Information

Information Protection Environment

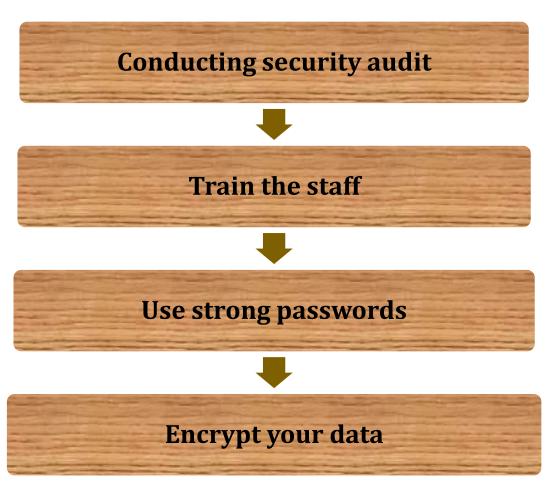❖ **Data protection is a key for any modern business**

❖ **Start data protection with an off-site, online backup plan**

❖ **Plan should be adaptable**
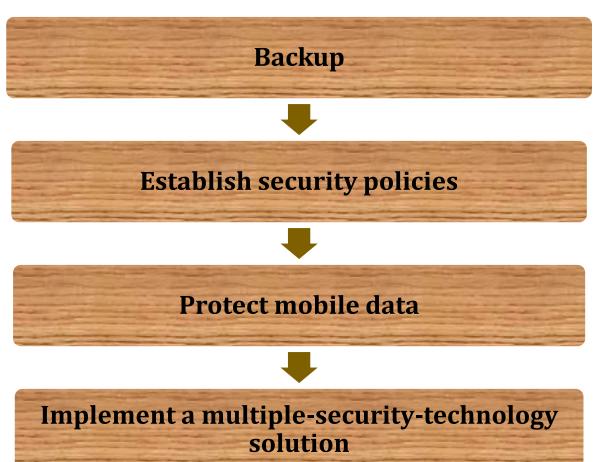
❖ **Include all relevant devices in data protection plan**

8 Steps for Protecting Business Data

Conducting security audit

↓

Train the staff

↓

Use strong passwords

↓

Encrypt your data

8 Steps for Protecting Business Data

Backup

⬇

Establish security policies

⬇

Protect mobile data

⬇

Implement a multiple-security-technology solution

Quiz / Assessment

1) It is necessary that data is _____for safe recovery so that it is not lost.
a)   Encrypted
b)   Protected
c)   Backed up
d)   Stored

2) Encrypting data is not the best solution for safeguarding the data when it is stolen.
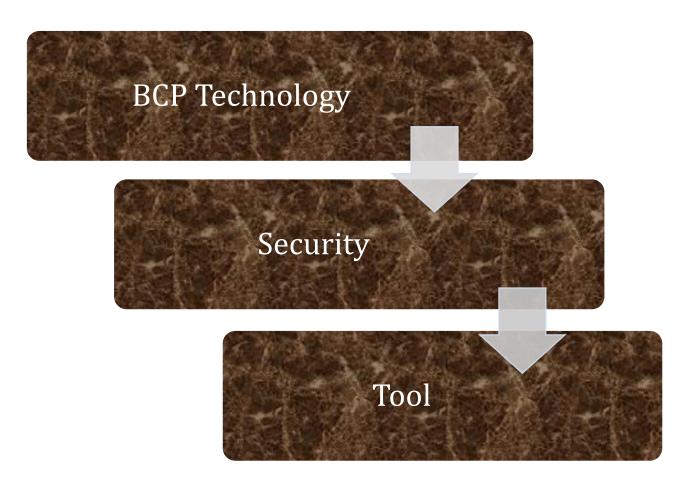a)   True   b) False

Demonstrate The Usage of Various Components of a Business Continuity Plan and How They are Interconnected to Protect The Organization from a Disaster
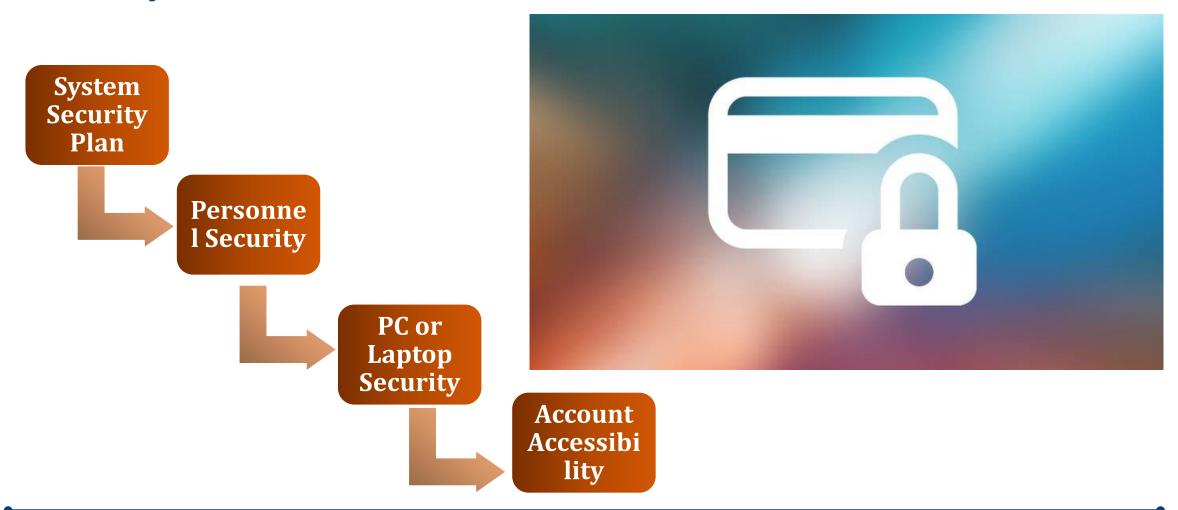
Interaction Between Components

BCP Technology

Security

Tool

BCP Technology

Step 1: Introduce New Technology

Step 2: Enhanced data protection and availability

Step 3: Systems offering higher level of communication

Step 4: Usage of new technology to simplify plan development and auditing

Step 5: Technology that reduces costs

Security

System Security Plan

Personnel Security

PC or Laptop Security

Account Accessibility

Tool

Identify which BC/DR activity you wish to perform

Create a business case

Research carefully

Communicate with other users

Evaluate demos and test live system

Tool

- Conduct training
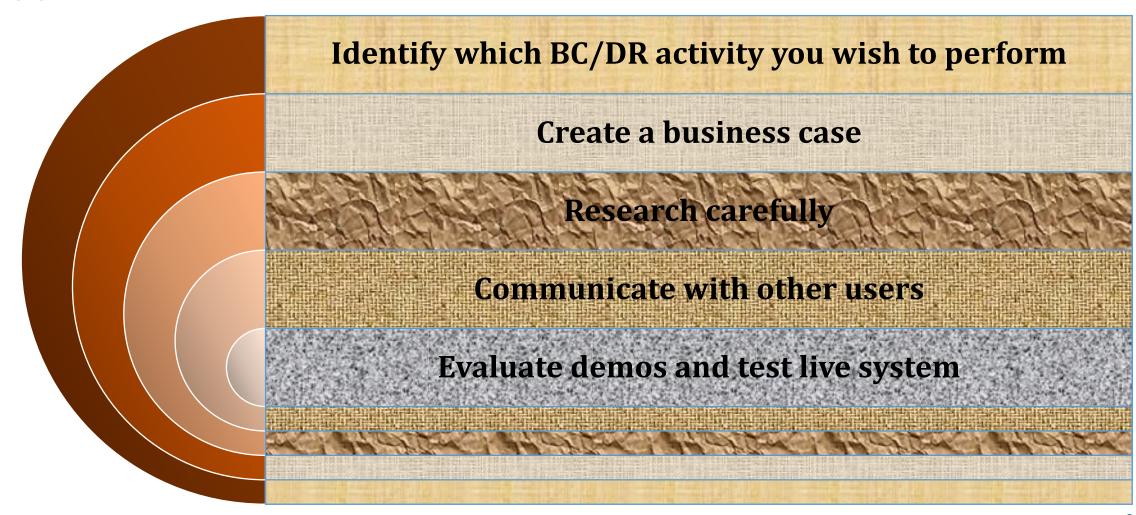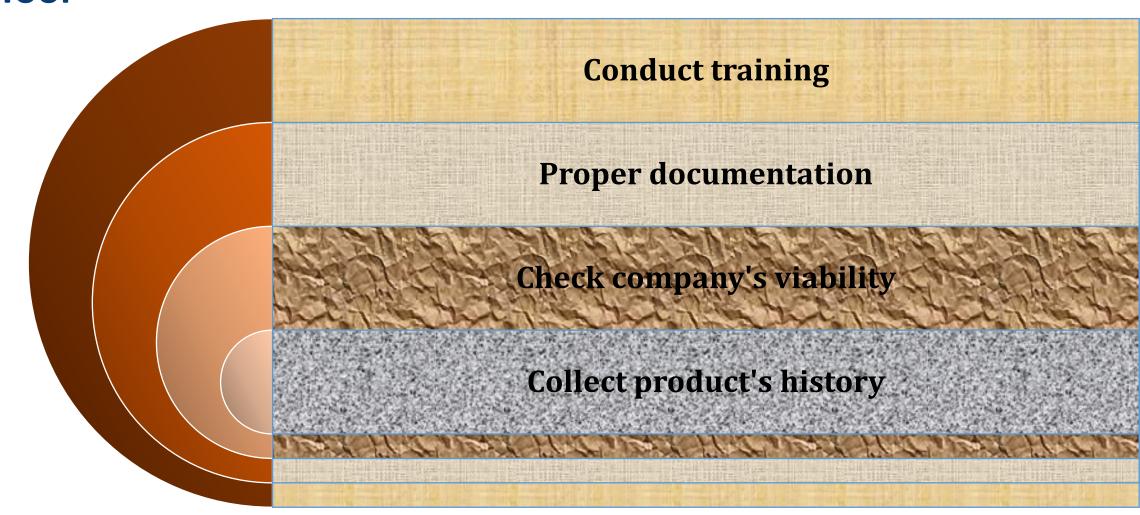- Proper documentation
- Check company's viability
- Collect product's history

Quiz / Assessment

1) All businesses small and big should have time for _____ to survive from any potential emergency situations.
a) Implementing BCP
b) Implementing system security plan
c) Risk Assessment
d) Risk Monitoring

2) The development of a BCP is a very time-consuming process.
a) True   b) False

Summary

- The objective of business continuity management is to ensure the uninterrupted availability of all key business resources required to support essential (or critical) business activities.
- Data security plays a vital role while developing a business continuity plan for any organization. It follows four steps.
- Business data can be protected by the 8 steps.
- Various components are associated with the BCP process. Most important components associated with BCA process are technology, security, and tools.
- BCP technology is implemented by all businesses small and big to survive from any potential emergency situations. It follows 5 steps.
- The major functionality of the traditional Information security system is to virus prevention, detection, and ensure the security of the networks from unintended intrusions.
- There are 9 tips for selecting disaster recovery and business continuity tools.

e-References

- Business Continuity Plan Objectives. Retrieved on 7th July, 2017 from nvenioit.com/continuity/business-continuity-plan-objectives/

- 8 Tips to Protect Your Business and Secure Its Data, Retrieved on 7th July 2017, from http://eval.symantec.com/mktginfo/enterprise/other_resources/b-8_tips_protect_your_business_secure_data.en-us.pdf

- 5 Tips for new BCP technology. Retrieved on 7th July, 2017 from http://www.techadvisory.org/2014/10/5-tips-for-new-bcp-technology/

External Resources

1. Susan Snedaker (2013), Business Continuity and Disaster Recovery Planning (2nd edition) Syngress.

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),