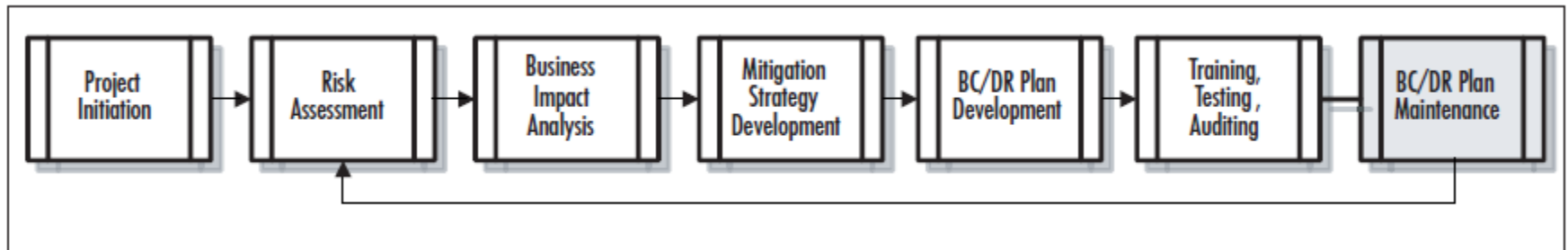


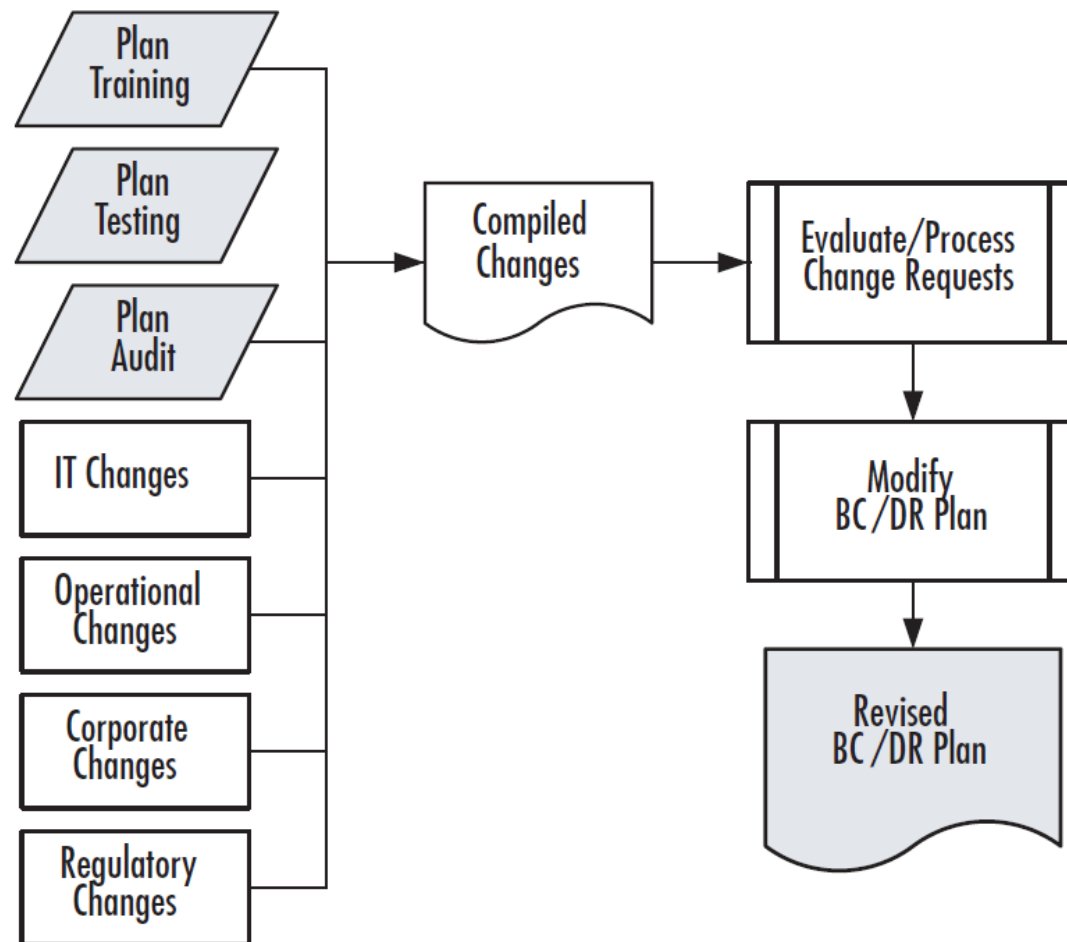
Plan Maintenance

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Business Continuity Planning



BC/DR Plan Change Management



BC/DR Plan Change Management

- **Training, Testing, and Auditing.** As you deliver your training and perform your testing, you should capture a list of changes that need to be made to the BC/DR plan. These changes should be submitted for review.
- **Changes in Information Technologies.** As systems are upgraded, swapped out, modified, or retired, be sure to include a line item task to consider the impact on BC/DR plans

BC/DR Plan Change Management

- **Changes in Operations.** Reorganization, expansion, new departments, new facilities, and new management structures can all impact operations in a variety of ways.
- **Corporate Changes.** Corporate mergers, acquisitions, spin-offs, restructuring, and other types of corporate changes can have a major impact on the BC/DR plan.
- **Changes to the legal, regulatory, or compliance landscape.** For example, if laws change regarding data security, you will have to review your BC/DR plan.

Strategies for Managing Change

- **Monitor Change**, include an additional step or two in standard operating procedures.
 - **People** leave organizations, they get promoted, or they move into different jobs
 - Changes to **processes** should be monitored as well.
 - **Technology**
- **Evaluate and Incorporate Change**, for each change you consider, you need to determine the impact on the other elements of the BC/DR plan.

BC/DR Plan Audit

- This plan should include, at minimum:
 - Audit scope, timeline, requirements, and constraints
 - Review of corporate risks and risk management strategies including BC/DR
 - Review of business impact
 - Review of BC/DR plan development activities
 - Review of BC/DR plan test plans and activities
 - Review of BC/DR plan training plans and activities
 - Review of BC/DR change management and plan maintenance processes

Plan Maintenance Activities

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1. If the plan is revised, the BC/DR team members (or those who should have the latest copy of the plan) should be notified in a timely manner.
 2. The plan should use a revision numbering system so team members know whether they have the latest version of the plan.
 3. Review, update, and revise key contact information regularly.

Plan Maintenance Activities

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4. Create a BC/DR plan distribution list that is limited to authorized personnel but that includes all relevant parties.
 5. Be sure there are up-to-date copies of the BC/DR plan off-site in the event the building is inaccessible.
 6. Be sure there are up-to-date paper copies of the BC/DR plan on-site in the event IT systems go down.
 7. Whenever significant changes are requested or implemented, test the plan.

Plan Maintenance Activities

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8. Assign responsibility for managing BC/DR change notification and requests to someone on the BC/DR team.
 9. Document plan maintenance procedures and follow these procedures to avoid introducing additional risk into the project.
 10. Be sure to include BC/DR plan testing, training, auditing, and maintenance activities in your IT or corporate budget for future activities related to BC/DR.

End of Slides
