## Lab #8: Assessment Worksheet

**Develop an Outline for a Business Continuity Plan for an IT Infrastructure**

**Course Name: IAA202**

**Student Name:TuePMHE171611**

**Lab Due Date: 01/11/2023**

**1. How does a BCP help mitigate risk?**

**A Business Continuity Plan (BCP) is a crucial part of risk management that helps mitigate risk by ensuring an organization is prepared for any possible disruption to everyday operations¹. Here's how a BCP helps:**

1. Preparedness: A BCP outlines how every department should respond to a disaster, enabling the organization to resume the most critical functions and return to typical business operations as quickly as possible. This minimizes financial losses and other problems resulting from the disruption.

2. Risk Identification: BCP involves defining any and all risks that can affect the company's operations, making it an important part of the organization's risk management strategy. Risks may include natural disasters—fire, flood, or weather-related events—and cyber-attacks.

3. Risk Mitigation: The plan proposes ways to mitigate risks and details procedures to test all proposals. By having safeguards and procedures in place, a BCP can prevent disruptions from spreading and mitigate downtime of networks or technology, saving the company money.

4. Recovery: A BCP is more extensive than a disaster recovery plan, outlining every possible situation that could occur in case of a disruption—and what the organization will do about it. By keeping the organization running smoothly, a BCP could ultimately save the business a great deal of money, plus avoid serious short-term and long-term repercussions.

5. Testing & Reviewing: BCPs should be tested to ensure there are no weaknesses, which can be identified and corrected. The process should be reviewed regularly to make sure that it is up-to-date.

**2. What kind of risk does a BCP help mitigate?** A Business Continuity Plan (BCP) helps mitigate a wide range of risks that can disrupt an organization's operations. Here are some types of risks that a BCP can help mitigate:

1. Operational Risks: These are risks that can disrupt the daily operations of a business, such as equipment failure, loss of access to a critical site, or the sudden unavailability of key personnel.

2. Natural Disasters: These include events like floods, fires, earthquakes, or severe weather conditions that can cause significant physical damage to an organization's facilities.

3. Cybersecurity Risks: BCPs play a crucial role in mitigating risks associated with cyber threats, such as data breaches or ransomware attacks. The plan outlines how to maintain business functions in the event of a cyber-attack and how to recover afterward.

4. Compliance Risks: Non-compliance with industry regulations can lead to legal penalties and damage to the organization's reputation. A BCP ensures that critical compliance activities continue during a disruption.

5. Supply Chain Risks: These involve disruptions to an organization's supply chain, such as a key supplier going out of business or a disruption in the delivery of critical supplies.

By addressing these risks proactively, a BCP helps ensure that an organization can maintain its essential functions during a crisis and recover as quickly as possible afterward.

**3. If you have business liability insurance, asset replacement insurance, and natural disaster insurance, do you still need a BCP or DRP? Why or why not?**

Yes, even with business liability insurance, asset replacement insurance, and natural disaster insurance, it is still crucial to have a Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP). Here's why:

1. Immediate Response: Insurance can help cover the financial losses after a disaster, but it doesn't provide an immediate response when a disaster strikes. A BCP and DRP outline the immediate steps to take during and after a disaster to ensure the continuity of operations.

2. Minimize Downtime: Insurance does not prevent downtime. A BCP and DRP help minimize downtime by providing a roadmap for restoring critical business functions as quickly as possible.

3. Customer Confidence: Having a BCP and DRP in place can increase customer confidence as it shows your business is prepared to handle any disruptions and can continue to provide services or products.

4. Regulatory Compliance: Some industries require businesses to have a BCP and DRP in place to comply with regulations. Insurance does not fulfill these regulatory requirements.

5. Insurance Requirements: Some insurance providers require businesses to have a BCP and DRP in place before providing coverage.

6. Brand Reputation: A well-executed BCP and DRP can protect your brand's reputation by demonstrating resilience in the face of adversity.

In essence, while insurance is a reactive measure that provides financial compensation after a disaster, a BCP and DRP are proactive measures that aim to prevent disruptions, minimize downtime, and ensure the quickest possible recovery.

**4. From your scenario and BIA from Lab #7, what were the mission critical business functions and operations you identified? Is this the focus of your BCP?**

1. Internal and external voice communications with customers in real-time: This is critical with a recovery time objective (RTO) of 8 hours. The IT systems impacted include the server, infrastructure/internet, network, and telephone system.

2. Internal and external e-mail communications with customers via store and forward messaging: This is also critical with an RTO of 4 hours. The email server and network are the impacted IT systems.

3. DNS for internal and external IP communications: This is critical with an RTO of 2 hours. The DNS server and network are the impacted IT systems.

4. Internet connectivity for e-mail and store and forward customer service: This is critical with an RTO of 2 hours. The ISP and network are the impacted IT systems.

5. e-Commerce site for online customer purchases or scheduling 24x7x365: This is critical with an RTO of 1 hour. The web server, database server, payment gateway, and network are the impacted IT systems.

**5. What does a BIA help define for a BCP?**

**Critical business functions:** These are the activities that are essential for the organization to achieve its mission and objectives. A BIA helps identify which functions are critical and how they depend on each other.

**Business impact factors:** These are the potential consequences of a disruption to the critical business functions. A BIA helps assess the impact in terms of financial, operational, reputational, legal, and regulatory aspects.

**Recovery time objectives:** These are the maximum acceptable time frames for restoring the critical business functions after a disruption. A BIA helps define the RTOs based on the business impact factors and the recovery priorities.