



BUSINESS CONTINGENCY PLANNING

March 2003

Building the Contingency Plan

The basis of the "risk and impact" assessment is to lead you to the plan itself. All plans should address these fundamental areas.

Prevention

Developing actions that mitigate the probability of risk.

Preparedness

The underlying objective in this area is to identify ways preventing an emergency from turning into a disaster, thus minimizing impact.

Reaction

Having a defined action plan (who, what, when, where, why, for how long, and communication) that addresses:

Identification of potential disaster status

Involvement of emergency services (if required)

Assessing the potential business impact of the emergency

Clear project management responsibilities

Recovery

This phase deals with restoring the normal business operations in the fastest possible time. It could include:

Mobilizing the Business Recovery Team

Assessing extent of the damage and business impact

Preparing specific recovery plan

Monitoring progress

Keeping everyone informed

Handing business operations back to regular management personnel



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Preparing business recovery progress report

Audit, maintenance, and communication of plan:

A plan that has not been verified effective may be more of a hindrance than not having a plan at all. Verification of the plan will enable it to stand up to most disruptive events. Communication of the plan and testing of the plan to effected stakeholders should be considered