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| **Project Initiation and Governance** |
| 1. Scope the effort
 | * Determine who owns responsibility for developing and managing plans
* Determine current level of executive buy-in/support for business continuity
* Determine level of continuity awareness within the organization
* Identify total number of operational departments that need to be developed
 |
| 1. Plan the effort
 | * Establish plan development goals and time frames
* Schedule and conduct executive briefing(s) to get buy-in/support to proceed
* Identify the operational departments and unit representatives to be assigned to participate in plan development efforts
 |
| 1. Establish your program policy
 | * Download the business continuity program policy template
* Tailor the policy template to your organization
 |
| 1. Identify your program sponsor
 | * Coordinate with your supervisor to identify a leader to serve as your executive sponsor
* Work with your executive sponsor and supervisor to form your committees
 |
| 1. Educate and engage leadership
 | * Download the CEO letter and SBAR
* Tailor the materials to your organization.
* Send executive letter with SBAR
* Conduct an executive briefing / presentation and reinforce key principles in SBAR
* Present the policy, organization chart and leadership briefing to your steering committee
* Gain approval from steering committee on policy and organizational chart
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| **Data Gathering**  |
| 1. Develop interview questions
 | * Create questions - include impact categories with definitions
* Create pre-populated tables for drop down menus
 |
| 1. Setup interviews
 | * Review/verify operational departments identified in plan development goals
* Communicate with departmental management to identify representative to participate in interviews
* Communicate with departmental representatives to schedule interviews
 |
| 1. Conduct interviews
 | * Ask questions to identify:
	+ Essential functions and services
	+ IT applications and services
	+ Vital records, equipment and supplies
	+ Interdependencies
	+ Impact of service interruptions
 |
| 1. Analyze the data
 | * Review all the data for completeness and integrity
* Add impact scores by function and application - rank according to priority
 |
| 1. Report on findings
 | * Provide a summary of findings to include rankings of functions, applications and impact ratings
* Identify any gaps in capabilities and requirements for recovery
 |
| **Strategies and Action Plans** |
| 1. Review data
 | * Review BIA and Hazard Vulnerability Analysis (HVA) findings to understand what risks pose the greatest threat to essential functions
* Use data to make decisions to reduce risks that will have the greatest adverse impacts
 |
| 1. Examine current capabilities
 | * Examine 96-hour capabilities finalize strategies for ensuring continuity of essential services.
* Meet with facilities, supply chain and IT to understand capabilities and integration points.
 |
| 1. Evaluate strategies
 | * Identify strategies for continuity of operations
	+ Alternate locations
	+ Mobile capabilities
 |
| 1. Establish recovery strategies
 | * Develop cost estimates for strategies
* Present strategies/costs to governance group or steering committee for approval.
* Establish agreements with vendors and suppliers required to implement recovery strategies
 |
| 1. Develop recovery actions
 | * Use information from interviews to identify high level actions for recovery of functions and services
 |
| 1. Create departmental plan
 | * Use Departmental BCP Template to document
	+ Essential functions
	+ Essential applications
	+ Vital records
	+ Vital equipment and supplies
* Document strategies approved for recovery of functions and services
* Document recovery actions
 |
| **Integration** |
| 1. Develop integrated plan framework
 | * Conduct review meetings with all management and staff involved in your facility’s emergency management program to ensure plan integration and alignment with:
	+ IT Disaster Recovery
	+ EOPs
	+ HICS
 |
| **Plan Testing and Maintenance** |
| 1. Develop plan testing program
 | * Identify types of tests to be conducted
* Establish annual testing goals and objectives
* Establish annual testing schedule
 |
| 1. Establish plan maintenance program
 | * Establish plan maintenance objectives
* Develop plan review and update schedules
* Monitor departments adherence to plan review and update schedules
 |
| 1. Establish monitoring and evaluation process
 | * Track and monitor continuity metrics (e.g. # BIA’s completed, # plans, completed).
* Identify gaps that exist
* Assign gaps resolution tasks and monitor resolution progress
* Conduct periodic gaps and metrics review with governance group or steering committee
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