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The
ULTIMATE
Business Continuity Planning
Checklist

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Is this checklist right for you?

This checklist will help you make sure you've completed all of the industry standard best practices for building a Business Continuity Plan (BCP) (<https://support.kingsbridgebcp.com/article/47-bcp-glossary-of-terms>). It does not include the development of a Disaster Recovery Plan, or a Business Continuity Management Program.

Not sure what the differences are? Learn more at:
<https://www.kingsbridgebcp.com/business-continuity-disaster-recovery> .

Outlined below are the 7 steps for completing your BCP:

1. Develop a Project Plan
2. Complete a Threat Risk Assessment (TRA)
3. Complete a Business Impact Analysis (BIA)
4. Define Strategies for Risk Prevention and Mitigation
5. Interview Business Units
6. Write the Plan
7. Get Approval

Develop a Project Plan

Sometimes the first step is the hardest, and in BCP it is no different. But when something happens often enough that they create a saying for it, you can take solace knowing that you aren't alone. So where to start? By learning from the old adage "How do you eat an elephant? One bite at a time!" Developing a project plan doesn't DO the work for you, but it WILL outline who is responsible for what. It will also help identify any gaps before the project gets delayed because all of the tasks weren't identified. Here is a quick checklist for the first steps towards building a successful BCP!

- ☐ Document the different steps you need to complete and associate deadlines with each step.
- ☐ Assign who is responsible for completing each step.
- ☐ Allow enough time for review and feedback as needed.

Complete a Threat Risk Assessment (TRA)

With Tasks assigned to individuals (or all to you), it is time to start your TRA (<https://support.kingsbridgebcp.com/article/47-bcp-glossary-of-terms>). Your Threat Risk Assessment is just that (HINT: with most BCP terms, if you reverse the words, the term will make more sense. For example, a Threat Risk Assessment is an Assessment of your Risks and Threats). You don't have to worry about your individual business processes yet; at this step you are just trying to determine if the threat is possible or not and the overall impact on your business.

- ☐ Research and compile a comprehensive list of threats to your business.
- ☐ Assess whether each of those threats could affect your business.
- ☐ Determine the likelihood of each threat actually occurring, the lead time you/your team will have before it strikes and the impact on your business.
- ☐ Prioritize the list of threats based on your results.

Complete a Business Impact Analysis (BIA)

With your threats identified and prioritized, now you get to see how they will impact your business by completing a BIA (<https://support.kingsbridgebcp.com/article/47-bcp-glossary-of-terms>). At this point, it is best to work with other departments to see how they will be impacted by any threat. Do not assume; this creates a very dangerous skewing of the results of the analysis. Follow the logic of reversing the terminology to figure out the Maximum Tolerable Outage MTO; this means how long a business unit can survive before their lack of productivity significantly impacts the business.

- ☐ Work with all of your departments to document a list of all critical business processes.
- ☐ Identify the MTO and required resources for each of those business processes.
- ☐ Prioritize the recovery of business processes based on your results.

Define strategies for risk prevention and mitigation.

Identifying the threats and their resulting impacts will make your planning to prevent, mitigate or recover considerably easier. Make sure you share your findings with the party or parties who are championing your BCP. The next step is the tricky/touchy one, so make sure you have full backing of your champion(s) as you might need their assistance in completing the actual BCP planning.

- ☐ Review the threats identified in step 2 against the results of the BIA survey in step 3.
- ☐ Where possible, document steps to be taken to prevent or mitigate high risks to business-critical processes.
- ☐ Submit immediate action items to Management for approval and implementation.

Interview business units.

Welcome to the meat of BCP! The actual planning part!! While this is what all the previous steps were building toward, this is also the hardest/trickiest/longest part of the planning process. Your colleagues might think you are trying to downsize them, tell them how to do their job and/or that you're trying to "steal" their knowledge of their business unit. Don't be discouraged! You are simply trying to understand how critical their functions are to a daily operation of the business (they'll swear they are absolutely critical). You are trying to learn their processes so you can recover their work environment, and you are trying to break down the "silos" that every business builds. Stick with it and leverage your champion(s) to get the results you need.

- ☐ Talk with each business unit about the results of the TRA and BIA surveys.
- ☐ Agree on what response and recovery steps need to be taken within what timeframes after an incident occurs.
- ☐ Document these steps.

Write the plan.

Congratulations on completing the interviews! Now, all of the information you've learned needs to be documented. While this should be the easiest part because you have all the necessary information, you might find some discrepancies between what two teams have told you about the same process. So, make sure you double check with each team to determine what actually would happen.

- ☐ Research the structure you want the plan to follow.
- ☐ Document the response and recovery steps. Make sure to take into consideration:
 - ☐ Roles and responsibilities
 - ☐ Assumptions the plan is built on
 - ☐ Plan scope
 - ☐ Internal and external communications
 - ☐ Disaster Recovery steps (IT infrastructure)

- ☐ Purchasing and procurement following an incident
- ☐ Damage assessment
- ☐ Contact information for employees, key contacts, critical vendors, etc.

Get approval.

With most of the hard work behind you, now it is time to get approval from Senior Management (or your champion). This can be a tricky process (as you will likely have learned things they don't want to know), but with a good champion you will be fine.

- ☐ Have the people who are responsible for completing the steps in the plan read through them to make sure they are documented correctly.
- ☐ Submit the plan to Management for review and approval.
- ☐ Once approved, implement the plan.

Want more help with your BCP?

Click on the link below to get more help with your BCP:

<https://kingsbridgebcp.com/contact>



Or just pick up the phone and give us a call at 888-246-6642 and we'll be happy to help!

To Your BCP Success!