



BCP BUILDER

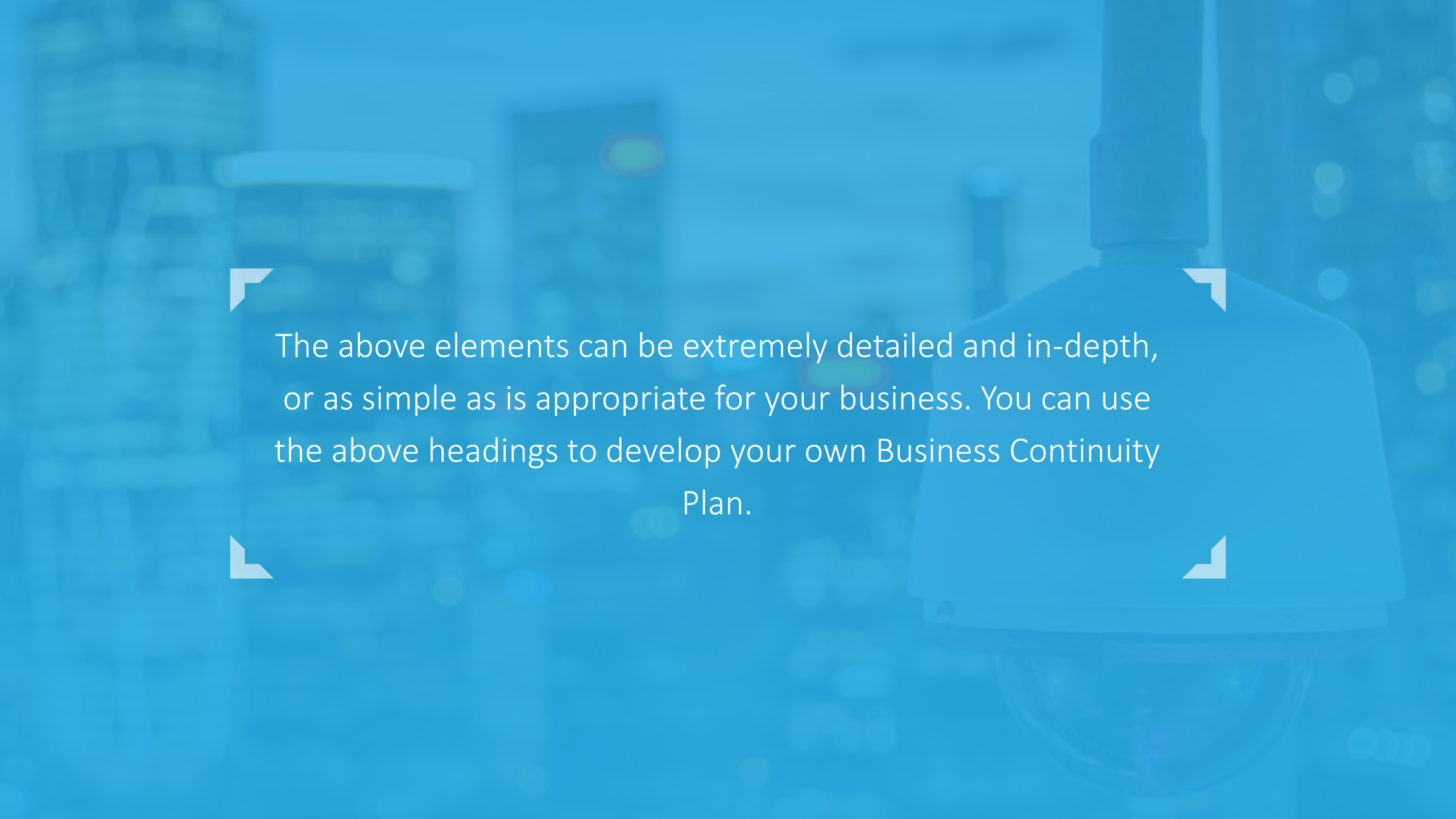
12 ELEMENTS OF AN AMAZING

— BUSINESS CONTINUITY PLAN —

BCP Elements

These are the twelve elements which will form the basis of your
Business Continuity Plan

- | | | | | | |
|----|---------------------|----|--------------------------|----|------------------------------|
| 01 | Company Information | 05 | Key Clients | 09 | Activation and Stand-Down |
| 02 | Relocation Site | 06 | Essential Equipment | 10 | Incident Response Procedures |
| 03 | Service Providers | 07 | Business Impact Analysis | 11 | Staff Contact List |
| 04 | Key Suppliers | 08 | Threat Analysis | 12 | Emergency Services |



The above elements can be extremely detailed and in-depth, or as simple as is appropriate for your business. You can use the above headings to develop your own Business Continuity Plan.

When it comes to collating your Plan, you may have the following questions:

CONTENT 01

- What does a good Business Continuity Plan look like?
- What does a Business Impact Analysis or Threat Analysis look like and how will it work for my business?

BCP Builder is the answer
to all of these problems:

CONTENT

01

A Business Continuity Plan can take on many different forms although they all come down to the same core elements

02

Many templates are over-complicated, confusing and difficult to follow

03

BCP Builder has all the key elements you require in an easy to use format



FORMATTING02

How do I stop other users from changing my carefully formatted plan?

FORMATTING

01

Attractive interface, which allows you to create a bespoke Business Continuity Plan within the web-form (no messing around with Word documents and formatting)

02

Save your plan and download a PDF version at any stage to create a professional, slick PDF plan that you can present to your Director or Manager and make them think – WOW!

The background of the slide is a blurred photograph of a desk. It features several sheets of paper, some with sticky notes attached. A blue pen is visible, resting on a green cylindrical object. The overall scene suggests a workspace or office environment.

VERSION CONTROL03

How do I keep track of all the different versions of my plan being edited and saved in different locations?

VERSION CONTROL

01

The plan is edited through BCP Builder so you can be sure that you are updating the correct document and prevent duplication of work

02

In an emergency you can log-on and have access to the right information when you need it

PRESENTATION 04

What is the best way to present my plan to my Director or Board so they can understand the content, and that also looks great?



PRESENTATION

01

Directors want to see a slick document and information that is specific to their company and gets straight to the point

02

BCP Builder will give you the advantage of presenting a very valuable document in a professional format that you will get absolute credit for

STORAGE 05

- How do I store all my plans in a central location that makes them easy to access and navigate?
- What about access in an emergency if your IT system is down?



STORAGE

01

Does your company have a lot of files in individual's names, meaning lessons are lost following an incident?

02

BCP Builder allows you to put all that critical information into one place that can be referred to in an emergency, or on a daily basis, such as to find the details of your electrician or plumber

03

Using a secure cloud based system means that you can access your plan even if your own IT systems are down or your office is inaccessible

04

If you are from a larger organization we have also developed a Document Library solution to keep all your plans together in a sensible format

CONTACT DETAILS



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