

STEP 1 Get the support of Top Management

If you have this support and buy-in staff will see the Business Continuity Plan as something worthy of their time, and most importantly a document worth referring to in an emergency

STEP 2

Mirror your organization's existing structure

01

Rather than having one plan that encompasses the entire organization you should have multiple plans for each department/ function/ location

02

Breaking the organization down in this way makes writing the plan much more manageable

03

You will need to choose a 'lead' from each department/ function/ location who you can work with

STEP 3 Work with the staff who will be implementing the Plan

01

There is a wealth of knowledge in your organization – if a disaster happened today your staff would do their best to carry on

02

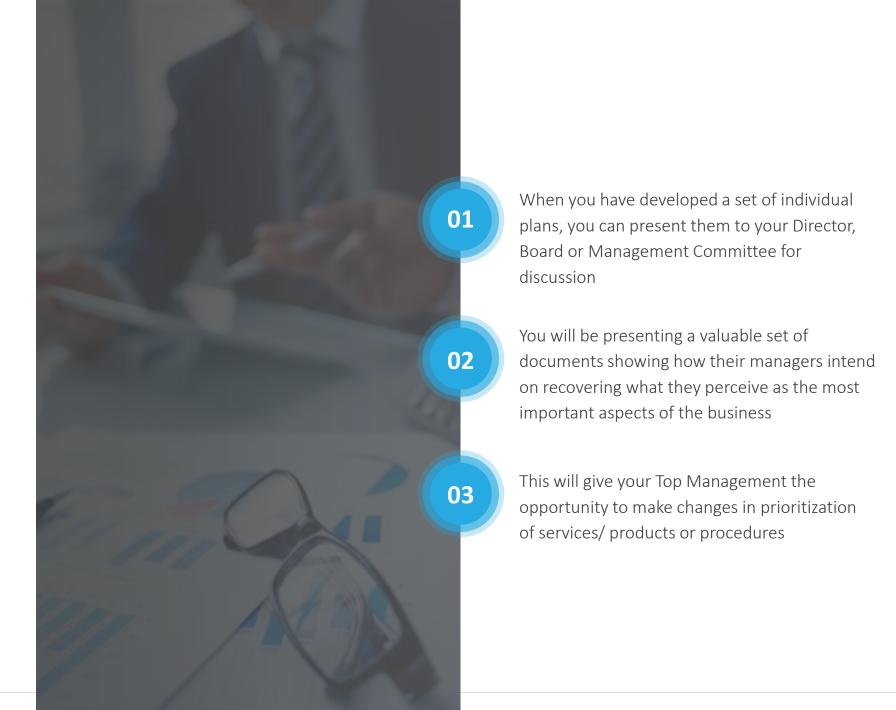
The plan should be developed using existing procedures; the closer you stick to your organization's 'normal' procedures the more relevant your plan becomes

03

The point of writing a Business
Continuity Plan is to harness the
knowledge of your staff, record it in one
place, and analyze the results



STEP 4 Discuss the Plan





STEP 5 Keep the Plan updated

01

Once you have developed this set of plans, review them annually or simply make changes as they occur

02

This is particularly important following a disruption; take notes and record the process you followed for analysis, discussion, improvement and learning



If you follow the above five steps you will have a robust
Business Continuity Plan for your business which harnesses
the knowledge you already have while gaining the approval of
Top Management.





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