



**BCP BUILDER**

**HOW TO WRITE AN EFFECTIVE**

— BUSINESS CONTINUITY PLAN —

A blue-tinted background image showing a group of business professionals in a meeting. A woman in the foreground is looking down at a device, while a man behind her looks on. The image is semi-transparent, allowing the text to be overlaid.

# STEP 1

## Get the support of Top Management

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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

01

When you have developed a set of individual plans, you can present them to your Director, Board or Management Committee for discussion

02

You will be presenting a valuable set of documents showing how their managers intend on recovering what they perceive as the most important aspects of the business

03

This will give your Top Management the opportunity to make changes in prioritization of services/ products or procedures

# 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.

## CONTACT DETAILS



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