BUSINESS CONTINUITY PROCEDURE

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**

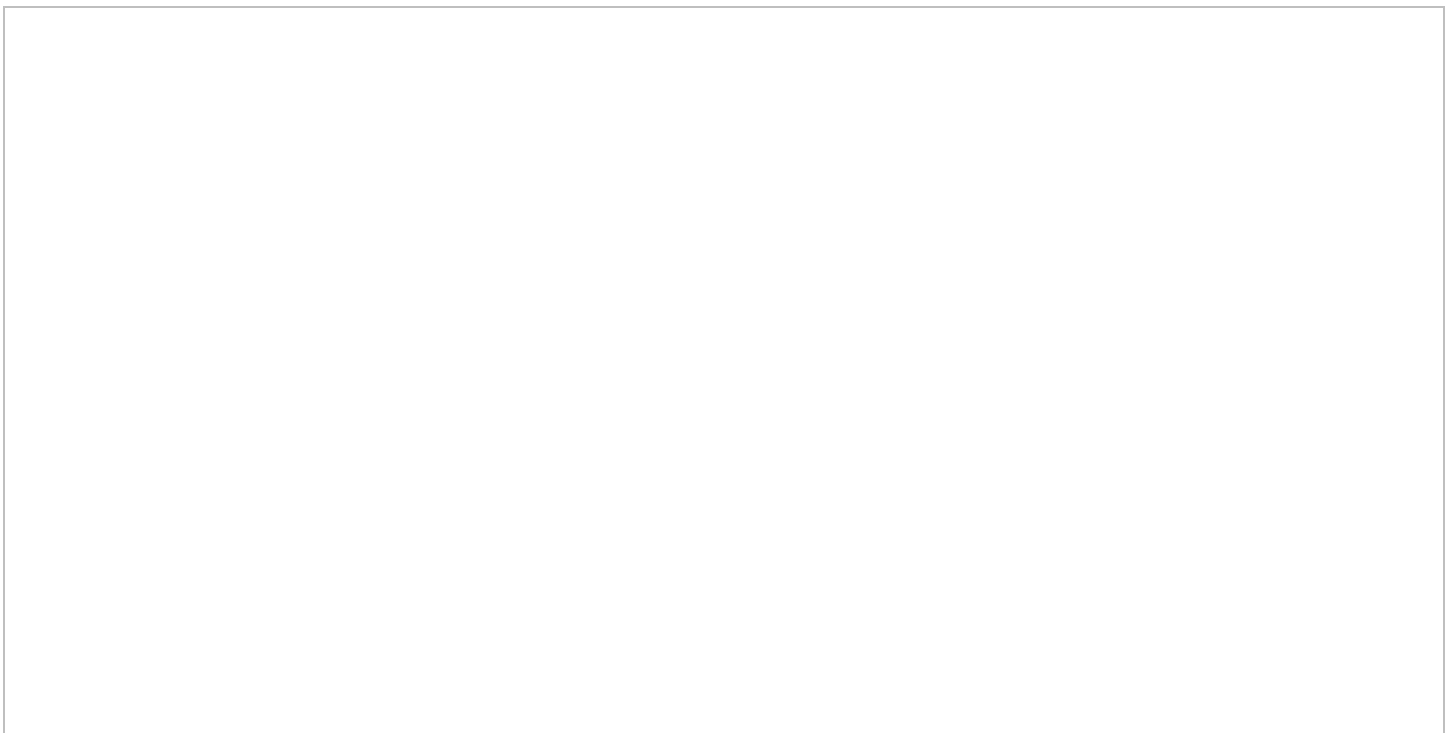| PREPARED BY		TITLE		DATE	
APPROVED BY		**TITLE**		**DATE**	

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1. BUSINESS IMPACT ANALYSIS

During this phase, you will assess potential impacts that could harm your business and create a Business Impact Analysis (BIA). Review the BIA with senior management and key stakeholders to ensure visibility.
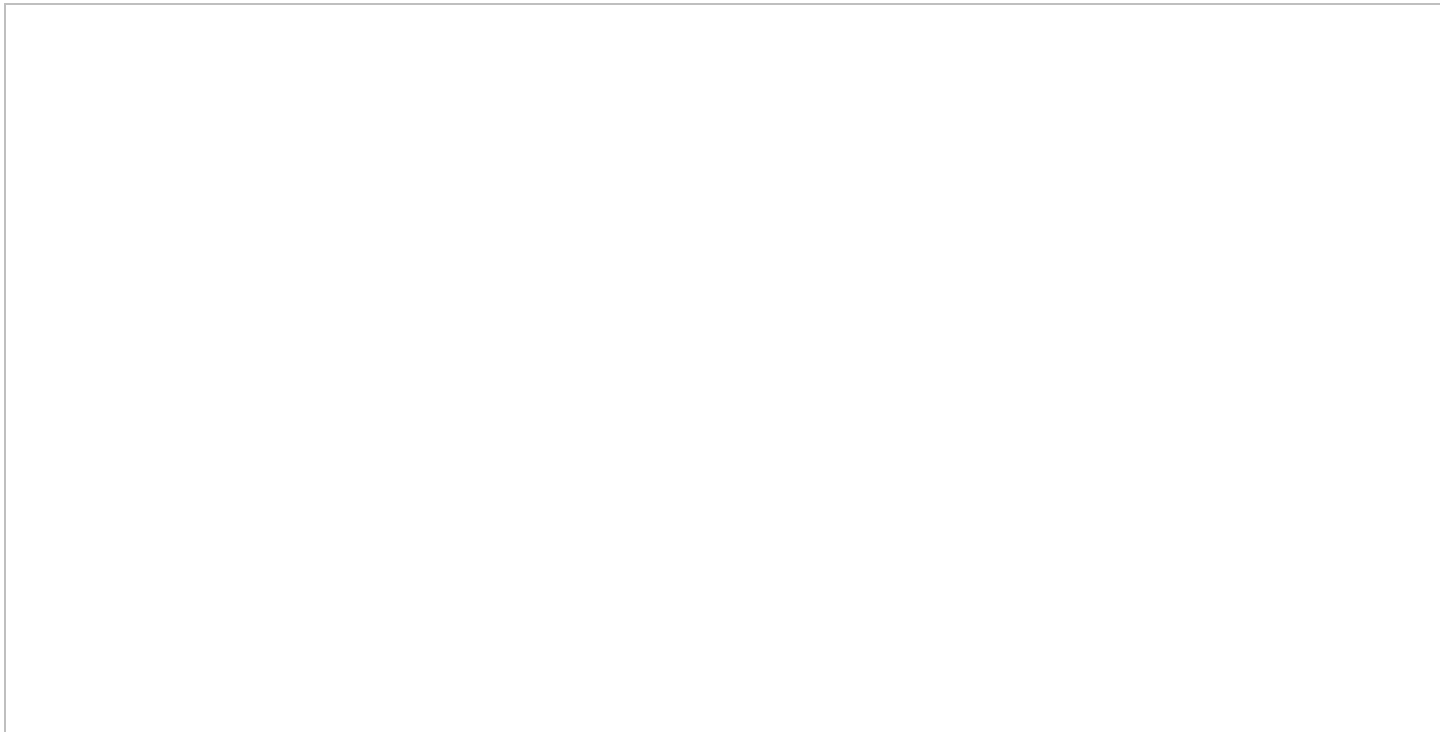
2. RECOVERY STRATEGIES

Identify and document all resource requirements based on the BIAs completed in the previous step. Determine a plausible recovery strategy, based on the needs of the business and the BIA, and document and implement those strategies.
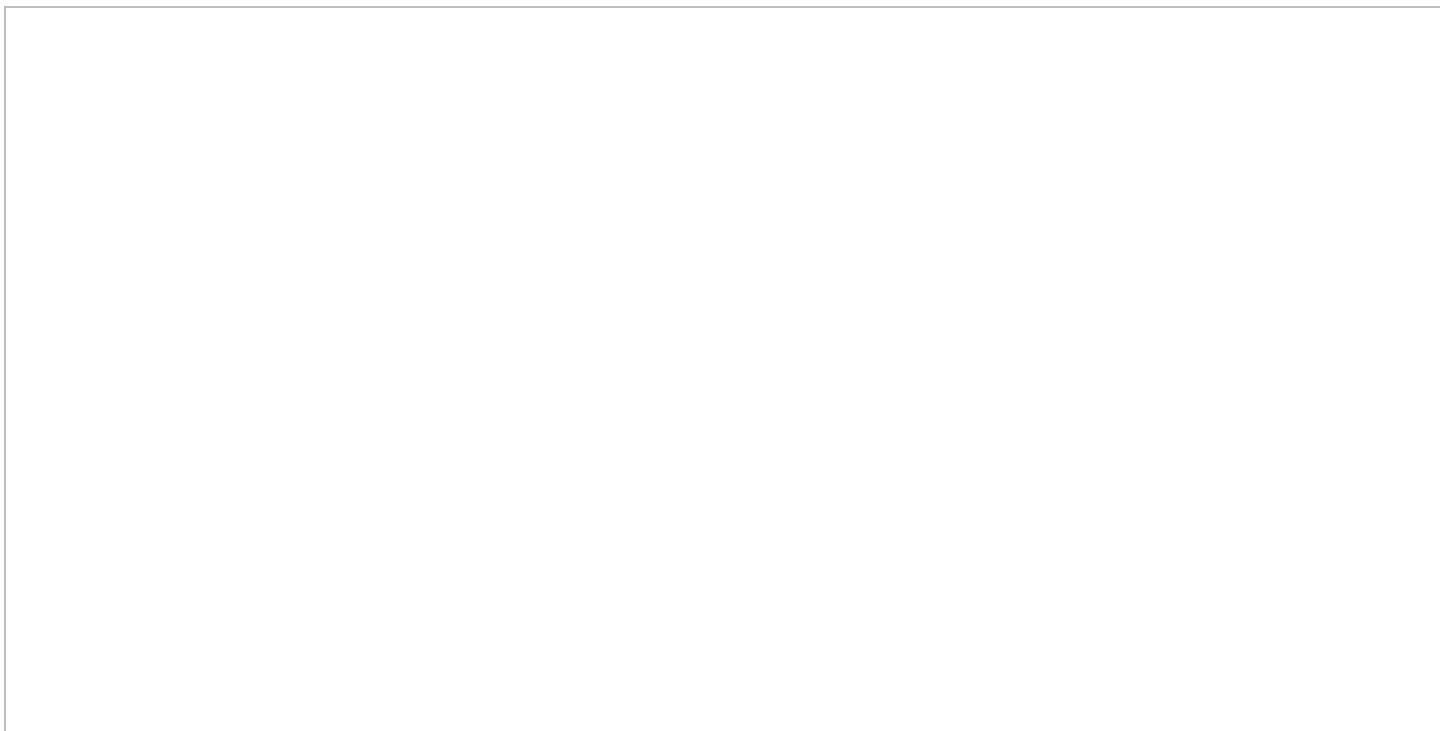
3. PLAN DEVELOPMENT

Develop the framework for the continuity plan, establish and organize the recovery teams, and develop a plan of relocation in the case of disruption or disaster. Create a thorough business continuity plan and IT disaster recovery plan, and document all in a flexible, circulating document. Gain upper management approval upon completion.

4. TESTING & EXERCISES

Create a test plan and subsequent exercises that can be performed by the business to ensure that the business continuity plan works successfully. Update the BCP as needed based on the tests and exercises.

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