



# Business Continuity Management Program Schedule

## 1. Program Management

Tasks		Person responsible	Target start date	Target completion date
<b>1.1</b>	<b>Preparation and set-up</b>			
1.1.1	Appoint BCM Program manager			
1.1.2	Understand organisational structure			
1.1.3	Define BCM process and deliverables			
1.1.4	Develop BCM Program schedule and budget			
<b>1.2</b>	<b>Risk Management Steering Committee (RMSC)</b>			
1.2.1	Develop terms of reference for RMSC			
1.2.2	Identify and appoint RMSC members			
1.2.3	Conduct first RMSC meeting			
<b>1.3</b>	<b>BCM Policy</b>			
1.3.1	Develop BCM policy document			
1.3.2	Obtain RMSC approval for BCM policy			
1.3.3	Communicate approved BCM policy to employees			

## 2. Risk and Business Impact Analysis

Tasks		Person responsible	Target start date	Target completion date
<b>2.1</b>	<b>Preparation and set-up</b>			
2.1.1	Review and understand existing risk analysis			
2.1.2	Customise BIA templates			
2.1.3	Develop list of activities by business areas			
<b>2.2</b>	<b>Business impact analysis</b>			
2.2.1	Conduct BIA workshops by business areas			
2.2.2	Consolidate findings and develop business impact profile			
2.2.3	Present business impact profile to RMSC / Executive			
<b>2.3</b>	<b>Business continuity strategy and requirements</b>			
2.3.1	Conduct BC strategy and requirements workshops			
2.3.2	Consolidate findings			
2.3.3	Present BC strategy and requirements to RMSC			

## 3. Identify Response Options

Tasks		Person responsible	Target start date	Target completion date
<b>3.1</b>	<b>Preparation and set-up</b>			
3.1.1	Form working group			
3.1.2	Review BC strategy and requirements with working group			
<b>3.2</b>	<b>Response options</b>			
3.2.1	Identify and evaluate response options for			
	- people			
	- IT systems and networks			
	- premises and facilities			
	- data backup and offsite storage			
3.2.2	Prepare evaluation report			
3.2.3	Present recommendation to RMSC for approval			



#### 4. Develop Response Plan

Tasks		Person responsible	Target start date	Target completion date
<b>4.1</b>	<b>Preparation and set-up</b>			
4.1.1	Customise plan formats			
<b>4.2</b>	<b>Notification and escalation</b>			
4.2.1	Define notification and escalation process			
4.2.2	Define criteria for plan activation			
<b>4.3</b>	<b>BCM Plan Overview</b>			
4.3.1	Draft BCM Plan Overview document			
4.3.2	Submit BCM plan to RMSC for approval			
<b>4.4</b>	<b>Emergency Response (ER) Plan</b>			
4.4.1	Review existing ER response plan			
4.4.3	Revise / update ER plan if necessary			
<b>4.5</b>	<b>Crisis Management (CM) Plan</b>			
4.5.1	Define CM team structure			
4.5.2	Draft CM plan document			
4.5.3	Submit CM plan to RMSC for approval and sign-off			
4.5.4	Conduct briefing for CM team members			
<b>4.6</b>	<b>Continuity and Recovery Response (C&amp;RR) Plan</b>			
4.6.1	Define C&RR team structure			
4.6.2	Conduct C&RR plan development workshops			
4.6.3	Draft C&RR plan documents			
4.6.4	Submit C&RR plans to business heads for sign-off			
4.6.5	Conduct briefing for business continuity teams			
<b>4.7</b>	<b>Physical implementation</b>			
4.7.1	Implement IT backup systems and disaster recovery facilities			
4.7.2	Implement business continuity backup site and facilities			
4.7.3	Implement data backup and offsite storage facilities			

#### 5. Train, Exercise and Maintain

Tasks		Person responsible	Target start date	Target completion date
<b>5.1</b>	<b>Preparation and set-up</b>			
5.5.1	Identify training, exercise and maintenance requirements			
<b>5.2</b>	<b>Training</b>			
5.2.1	Develop training strategy, Program and schedule			
5.2.2	Develop and conduct BCM awareness training for all staff			
5.2.3	Develop and conduct crisis management team training			
5.2.4	Develop and conduct BC training for key appointments			
<b>5.3</b>	<b>Exercise</b>			
5.3.1	Develop exercise strategy, Program and schedule			
5.3.2	Develop and conduct crisis management exercise			
5.3.3	Develop and conduct business continuity exercise			
5.3.4	Develop and conduct IT disaster recovery exercise			
<b>5.4</b>	<b>Maintenance</b>			
5.4.1	Develop maintenance strategy, Program and schedule			