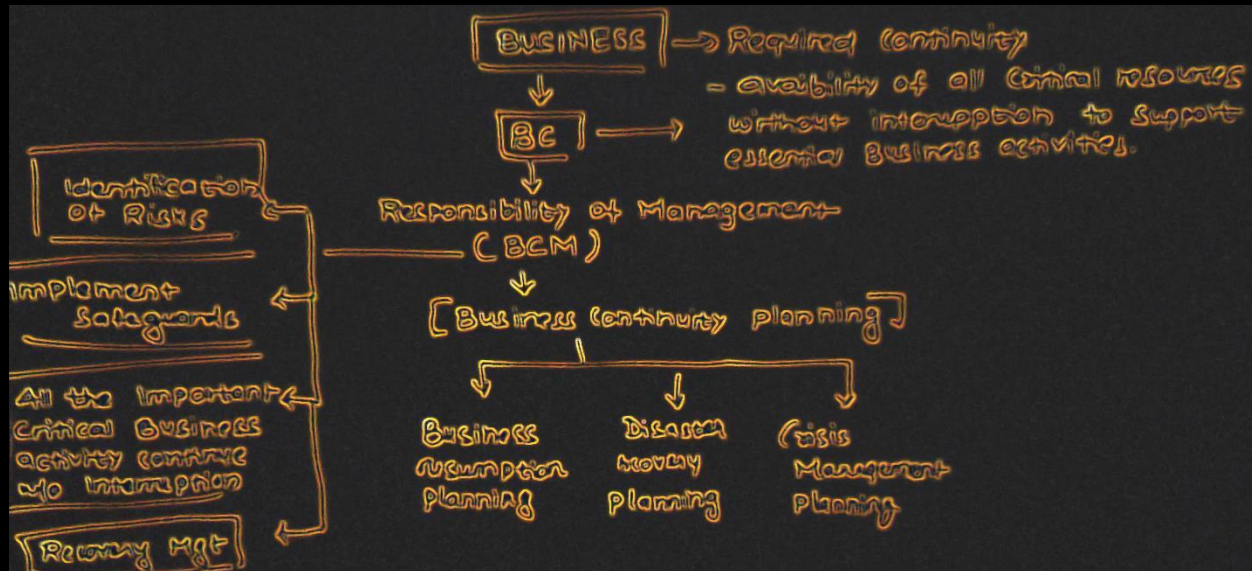




BCP – 8 Phases

1. **Pre Plan Activities**(Scope, Key Issues, Outcome- Initial work plan, Policy, Education/ Awareness Program)
2. **Vulnerability Assessment (Security Assessment) & Defining General Requirements**(Improve and implement emergency plans, scope, Purchase recovery planning and maintain software, plan framework, conduct awareness sessions)
3. **Business Impact Analysis**(Well- documented, know cost of interruption(loss), identification of critical activities, assessment of maximum tolerable downtime) (BIA Report → Steering Committee, decision)
4. **Defining Detailed Requirements**(Develop Profile for recovery Strategy, include- HW, SW, Doc, Outside Support, personnel, other facilities) (Decide- Scope, Objectives and Assumption in this phase)
5. **Plan Development**(Plan- Documentation, Operating Procedures, Vendor contact, Define- Recovery Teams, their roles and responsibilities) (Development-Recovery Standards)
6. **BCP Testing**(Testing of Developed plan, No Testing No Guarantee of working of plan) (Theory → Reality)
7. **BCP Maintenance Program**(Keep Plan Up- to-date, reflect changes as per current environment) (Implement change management)
8. **Initial Plan Testing and Implementation**(Test to ensure plan does not fail) (Modification of plan on basis of test results)

Methodology for developing

1. Understand the total efforts required (develop, maintain effective plan)
2. Obtain commitment from appropriate management to support and participate
3. Define recovery requirements
4. Conduct business impact analysis
5. Focus on disaster prevention and impact minimization
6. Select business continuity team and recovery teams
7. Develop BCP- Understandable, easy to use and maintainable
8. Integration of business to ongoing business plans.

Objectives and Goals of Business Continuity Planning

The primary objective of BCP is to enable organization to survive disaster and to restore its critical activity to normal level within reasonable time frame.

Following are the key objectives of Business Continuity Planning: **C-SMILE**, Safety

1. Continue critical operations which are very essential for business operations
2. Simplify recovery efforts
3. Minimize- immediate damage/ losses
4. Minimize duration of serious disruption
5. Identify and prioritise the critical aspects of business
6. Lay down management efforts when disaster strikes
7. Effective coordination of recovery tasks.

(4) Major Documents- Part of the BCM System

1. Business Continuity Policy
2. Risk Assessment Report
3. Aims and Objectives of each function
4. Activity undertaken by each function
5. Business Continuity Strategies
6. Overall and specific incident management plans
7. Business Continuity Plans
8. Change control, Preventive actions, corrective actions, record controls
9. Incident Log
10. Training Program

Third Party used for Back-up then Ensure-

1. Availability of site soon after disaster
2. No of organization allowed to use site on event of disaster
3. Priority to be given to concurrent users of site
4. Period during which site can be used
5. Conditions under which site can be used
6. Facilities and service the site provider agrees to make available
7. Controls required to be placed for working at the off-site facility

(5) Types and Techniques of System Back up

Full Backup	Incremental Backup	Differential Backup	Mirror Backup
Capture all the files on disc Every back up contains every file Requires more time and media capacity	It stores only files that have been changed since last back up of any kind. Faster, requires less media capacity but restoration takes more time.	It stores ONLY FILES that have changed since the LAST FULL back up. Requires full restoration	Identical to full back up But files are not compressed in zip files, not protected with passwords It used to create exact copy of the back up data.

(6) Alternate processing facility arrangements in BCP & DRP

Cold Site	Hot Site	Warm Site
In case, where organization can tolerate some down time, Facilities of system-raised floors, air conditioning, power, communication lines Own/ arrangement	If Fast recover if critical, All hardware and operational facilities might also have software, data and supplies Expensive to maintain Generally shared with other org on need basis	Provides intermediate level of back Cold site facilities plus hardware, selected peripheral equipments, small mainframes with sufficient power to handle critical operations in short run

(7) Disaster Recovery and Planning Document may include the following areas

- Individual's responsibilities
- Maintenance schedule for testing of plan
- Medical Procedure
- Conditions for activating plan
- Contingency plan
- Alternative manual procedures for preparing invoices
- Primary computer center
- Awareness and education activities
- Back-up location
- List of contact number of employees
- Fall Back procedures, bring business back to normal level within predetermined period of time
- Emergency procedures- actions on danger incidents
- Resumption procedures
- Insurance papers and claim forms
- Emergency phone List
- Names of employees trained for emergency situation
- Details of Airlines, hotels and transport arrangement