BUSINESS CONTINUITY PLAN REQUIREMENTS

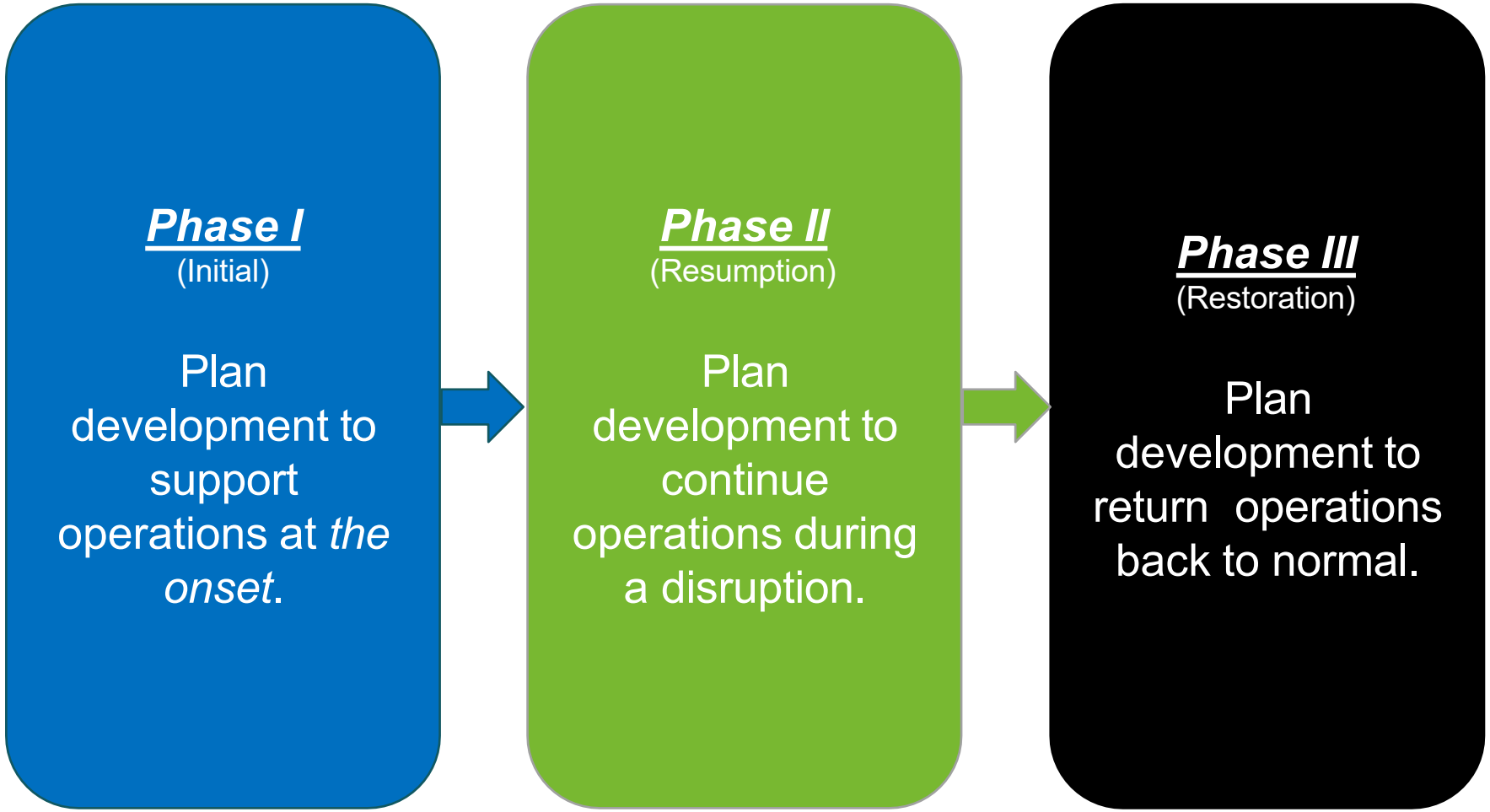
Business Continuity Management Office
Office of Risk Management, Office of Business and Finance

The Ohio State University

Benefits of a BCP

1. Enhances the university's ability to recover and resume academic and business operations.
2. Provides a comprehensive view of risks and impacts thus helping to prioritize activities and optimize resource allocation.
3. Reassures university stakeholders that critical processes will be supported in adverse conditions.
4. Improves the university's chances of survival in the event of a catastrophe.
5. Protects the university's resources and image.

BCP Requirements – 3 Major Development Phases



BCP Requirements – Phase I Details

Phase I
(Response)

Plan development to support operations at *the onset*.

Plan Roles	• Unit/department objectives & responsibilities • Plan Owner (Unit Leader), Manager, Alternate Manager • High-level description of unit/department
Identify Teams, Team Roles & Procedures	• Program objectives and responsibilities • Plan Owner (Unit Leader), Manager, Alternate Manager
Identify Alternate Location(s)	• Emergency Operations Center • Alternate work locations
Plan Communications	• Call tree • Internal key contacts • Vendors • Agency/departments • Plan attachments

BCP Requirements – Phase II Details

Phase II
(Resumption)

Plan development to manage operations during a disruption.
(Contingency)

Business Impact Analysis (BIA)

- Identify critical functions/processes, score to determine criticality, and prioritize business processes
- Identify process dependencies
- Specify peak times

Risk Assessment

- Identify and document process risk
- Determine mitigation strategies

Contingency Strategies

- Identify contingency strategies for:
  1. Loss of people
  2. Loss of applications
  3. Loss of building
  4. Loss of suppliers (supply chain)

BCP Requirements – Phase III Details

Phase III
(Restoration)

Plan development to identify requirements & restore operations back to the ("new") normal.

Asset Identification and Dependency Mapping

- Assets needed to resume each process to acceptable level of service
  - Workstations
  - Telecom
  - Hardware & software equipment
  - Vital records
- Dependent IT applications/services
  - Identify the amount of time within which information must be restored before an adverse effect

Recovery

- Document process for returning to "new normal"

Maintenance & Exercise BCP Requirements

- Plan maturity model and objectives
- Maintenance cycle requirement
- Exercise cycle, options, and objectives
- Metrics

BCP Requirements- Plan Components

1. Executive Summary
2. Business Impact Analysis (BIA)
   a. General Information
   b. Plan Owner
   c. Responsibility description for which the plan covers
   d. Name of critical activity / function
   e. Recovery Time Objectives (RTOs)
   f. Recovery Point Objectives (RPOs)
   g. Service Level Agreements (SLAs)
   h. Peak period
   i. Headcount (BAU vs Critical Need)
3. Risk and Impact Assessments
   a. Financial
   b. Service
   c. Reputational
   d. Regulatory
   e. Legal
4. Dependencies
   a. Application/systems
   b. Facility
   c. People
   d. Supplier
5. Recovery Requirements
6. Risks
7. Continuity Strategies
   a. Loss of building
   b. Loss of people
   c. Loss of IT
   d. Loss of supplier
8. Supporting Documentation
9. Contact List

RACI Chart

	Create/Develop a Quality Business Contiuity Plan (BCP)							
	BCM Office	BIA	Risk Assessment	BC Strategies	Dependencies Identification	Train Team	Review & Update BCP	Test (Exercise) BCP
Unit Leader	I	A	A	A	A	A	A	A
Unit Business Continuity Representative (BCR)	R	R	R	R	AR	AR	AR	AR
Business Continuity Management Office	A	C	C	C	C	C	C	C
BCM Steering Committee	C	I	I	C	C	C	C	C

RACI Chart	
R Responsible	This team member does the work to complete the task. Every task needs at least one Responsible party, but it's okay to assign more
A Accountable	This person delegates work and is the last one to review the task or deliverable before it's deemed complete.
C Consulted	Every deliverable is strengthened by review and consultation from more than one team member. Consulted parties are typically the people who provide input based on either how it will impact their future project work or their domain of expertise on the deliverable itself.
I Informed	These team members simply need to be kept in the loop on project progress, rather than roped into the details of every deliverable

THANK YOU!

If questions, email
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