

Business Impact Analysis

- Develop questionnaire
- Conduct workshop to instruct business function and process managers how to complete the BIA
- Receive completed BIA questionnaire forms
- Review BIA questionnaires
- Conduct follow-up interviews to validate information and fill any information gaps



Recovery Strategies

- Identify and document resource requirements based on BIAs
- Conduct gap analysis to determine gaps between recovery requirements and current capabilities
- Explore recovery strategy options
- Select recovery strategies with management approval
- Implement strategies



Plan Development

- Develop plan framework
- Organize recovery teams
- Develop Relocation Plans
- Write business continuity and IT disaster recovery procedures
- Document manual workarounds
- Assemble plan; validate; gain management approval



Testing & Exercises

- Develop testing, exercise and maintenance requirements
- Conduct training for business continuity team
- Conduct orientation exercises
- Conduct testing and document test results
- Update BCP to incorporate lessons learned from testing and exercises