Business Continuity Management Strategy for <mark>Company Name</mark>

This document has been developed to define the strategy to be implemented by <<mark>Company Name</mark>> for Business Continuity Management and Business Continuity Planning to ensure the organization is prepared to respond to unplanned business interruptions that may affect critical business processes. An unplanned business interruption is defined as an event (such as an emergency or disaster) that causes an unanticipated disruption to the operation of the business and/or service to customers.

The objective of this strategy is to define an effective business continuity plan which will ensure the resiliency of the organization to continue to perform critical business functions during a disruptive event. This will include the identification of critical business functions based on risk and business prioritization, as determined and approved by company owners/senior management.

Approvals:

	Printed Name	Title	Signature	Date
Prepared By:				
Approved By:				
Approved By:				

Business Continuity Management Strategy for <mark>Company Name</mark>

1. Define Purpose / Mission (Why Are We In Business? What Do We Do?):

1.1	Our mission:	
1.2	Our business	
1.3	Products we manufacture:	
1.4	Services we perform are:	
1.5	Importance of our business to our customers:	

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2. Define customers / stakeholders:

2.1	Who are our customers?	
2.2	Who are our internal stakeholders?	
2.3	Who are our external stakeholders?	

3. Requirements of our Stakeholders in the Event of a Disaster

3.1	Customers	
3.2	Employees	

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3.3	Contractors	
3.4	Suppliers	
3.5	Governmental / regulatory authorities	
3.6	Community	

4. Scope and priorities of BCP

4.1	What operations / business processes need to be covered by BCP?	

4.2	What are the consequences of interruptions to each of the operations noted in 4.1?	
4.3	How long can we be without the items before bad things happen?	
4.4	Based on 4.2 and 4.3, what are the priories for BCP?	

5. Ownership / Leadership of BCP

5.1	Who is the management sponsor of the BCP?	
5.2	Who responsible for Overseeing BCP?	

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5.3	Who responsible for Creating the BCP?	
5.4	Who responsible for Implementing the BCP?	
5.5	Who responsible for Testing the BCP?	
5.6	Who is responsible for Maintaining the BCP?	
5.7	Who is responsible for Auditing the BCP?	

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6. BCP Project Plan

6.1	What are the next steps / action to take to set up an effective BCP?	
6.2	What is the objective of the BCP (prioritized, recovery time objectives, activation & restoration procedures)?	
6.3	What is the timeline / target date for having an effective BCP in place?	
6.4	What is the budget (time and money – short and long term) allotted to setting up and maintaining an effective BCP?	
6.5	Who will own the BCP?	

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7. BCP Support

7.1	What internal support is needed to successfully implement the BCP? (i.e. Management sponsorship, employee engagement, technical expertise, etc.)	
7.2	What external support is needed to successfully implement the BCP? (i.e. Consultants, 3rd party sites, back-up suppliers, etc.)	
7.3	Communication requirements?	
7.4	Software / IT requirements?	
7.5	Training requirements?	

8. Plan Maintenance and Control

8.1	How will the BCP documents / files be controlled (so that only the current version is used and no one can alter it without proper approval)?	
8.2	How will sensitive company information be controlled (so that only authorized individuals have access to confidential data)?	

9. BCP Testing

9.1	What is the schedule for testing the BCP?	
9.2	What is the testing procedure (i.e. disaster scenarios)?	

9.3	What is the testing evaluation criteria (i.e. how do you know the plan works as it should)?	

10. Ongoing Improvements

10.1	What is the procedure for auditing the BCP?	
10.2	What is the procedure for ensuring the plan is revised and kept up-to-date?	
10.3	How will continuous learning / improvement be managed?	

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