

BUSINESS CONTINUITY PLANNING

This involves six general steps:

1. Identify the scope of the plan.

A Business Continuity Plan lays out the steps and procedures a company will follow before, during, and in the wake of a disaster so that it can maintain maximum functionality during the emergency and get its operations back to normal in the shortest possible time.

2. Identify key business areas.

The following components should be considered when defining the business continuity strategy and developing your Business Continuity Plan:

- Personnel
- Communication
- Technology issues
- Facilities
- Electronic payment systems
- Liquidity concerns
- Financial disbursement
- Manual operations
- Other considerations

3. Identify critical functions.

4. Identify dependencies between various business areas and functions.

5. Determine acceptable downtime for each critical function.

6. Create a plan to maintain operations.

If you would like help putting your Business Continuity Plan together, give Kirsty a call on 07521 790284.