

Do you need Business Continuity Planning?

nst
IT SOLUTIONS



Questions that need to be answered:

1. Do your employees in order-taking, fulfilment, distribution, management ... know where to go and what to do the day after their place of work becomes unavailable due to an adverse event, such as a fire or flood?
2. How long before your customers will move to a competitor if they are unable to contact you by phone, email, web or over the counter?
3. Does your business exist in a regulatory environment that requires BCP? For example, finance, super, general insurance or life insurance (APRA) or government (Auditor-General).
4. Is your business exposed to one geographic location?

DRP & BCP – WHAT ARE THEY?

Disaster Recovery Planning (DRP) refers to the activities required to recover an organisation's core systems in the event of a specified event causing an outage of some form.

Business Continuity Planning (BCP) refers to the analysis of threats to business continuity and the activities required to allow key business functions to continue while the DRP activities are undertaken. Hence, the two are intimately related.

NST BCP OFFERINGS:

NST BCP "HEALTH CHECK"

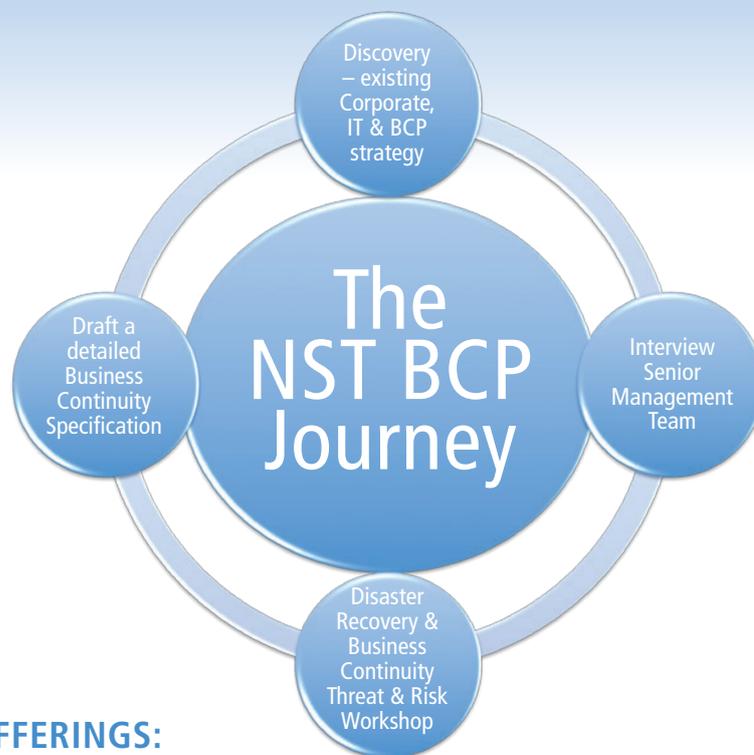
NST can offer you an assessment of the BCP "readiness" of your organisation.

It will comprise the following activities:

- Review and existing BCP and DRP documentation
- Review any Corporate and IT Strategic Plans – to assess the relative importance of the continuity of key operational areas in the event of an outage
- Interview the Senior management Team of your organisation to assess the existing awareness of BCP threats and risks
- Produce a "Health Check" summary report containing the following:
 - Executive Summary
 - Risk Assessment
 - Findings and Recommendations
- This is normal performed over a period of a few weeks dependant upon the availability of the key resources mentioned above

BENEFITS

- COMPLIANCE WITH REGULATORY REQUIREMENTS
- REDUCE FINANCIAL LOSS
- PROTECTION OF YOUR COMPANY'S IMAGE AND CREDIBILITY
- REDUCE INSURANCE PREMIUMS



MORE NST BCP OFFERINGS:

DETAILED BUSINESS CONTINUITY SPECIFICATION & PLAN

Where your organisation requires a more detailed assessment of the risks and activities to ensure business continuity in the event of an outage of any form, a full BCP Assignment is recommended. It will comprise the following activities:

- A Project Brief for the assignment will be delivered within a week of commencement. This will list the scope, activities, deliverables and schedule.
- Where a "Health Check" has already been performed, all analysis undertaken by most activities will be reused. Otherwise, these tasks will be required.
- Disaster Recovery & Business Continuity Threat & Risk Workshop. This is a one day workshop to be attended by key members of the business management team, together with key sales, logistical and IT staff.
- Draft a Detailed Business Continuity Specification. This will consist of the following key topics:

- Background to the Business
- Scope of BCP
- Risk Management Summary
- Technology DRP Requirements
Nb: this will not be the Disaster Recovery Plan itself – simply the requirements of the DRP required to satisfy the BCP.
- Business Continuity Use Cases – a Use Case for each Risk Event for each major operational part of the organisation.
- Appendix – by Department – BCP Steps and Training Plan.

This will be performed over a duration of 5 to 8 weeks, dependent upon the availability of the key resources mentioned above. For a medium sized organisation with between 50 and 200 employees and between 2 and 5 sites, it is estimated that approximately between 8 and 16 days of consulting effort will be required. This will be specified precisely in the Project Brief to be delivered within a week of commencement.

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