



BUSINESS CONTINUITY PLANNING

Do you need Business Continuity Planning?

1. Do all your employees know where to go and what to do if their place of work becomes unavailable due to an adverse event, such as a fire or flood?
2. How long do you think it will take clients to move to a competitor in the event that 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 (ie 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.

Get in touch

SYDNEY:

Tel: +61 2 9422 4600

PERTH:

Tel: +61 8 6323 1400

MELBOURNE:

Tel: +61 3 8580 5080

www.nst.com.au

NST'S BCP Solution

NST can offer you an assessment of the BCP "readiness" of your organisation. It will comprise the following activities:

- Review existing BCP/ 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 to assess the existing awareness of BCP threats and risks.
- Produce a "Health Check" summary report containing an executive summary, risk assessment as well as findings and recommendations.
- This is performed over a period of a few weeks (dependent on the availability of the key resources mentioned above).

DETAILED 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 (delivered within a week of commencement) listing 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.
- A 1 day Disaster Recovery & Business Continuity Threat & Risk Workshop attended by key members of the management team, sales, logistical and IT staff.



THE NST BCP JOURNEY

BUSINESS BENEFITS

- Compliance with regulatory requirements
- Reduce chances of financial loss
- Protection of your company's image and credibility
- Reduction in insurance premiums

- Draft a Detailed Business Continuity Specification which will consist of the following key topics:
 - *Background to the Business*
 - *Scope of BCP*
 - *Risk Management Summary*
 - *Technology DRP Requirements (Note: this will not be the Disaster Recovery Plan itself) to satisfy the BCP.*
 - *Business Continuity Use Cases 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 period of 5 to 8 weeks, dependent upon the availability of the key resources mentioned above. For a medium sized organisation (50 - 200 employees & 2 - 5 sites), it is estimated that 8 - 16 days of consulting effort will be required. This will be specified in the Project brief to be delivered within a week of commencement.