



# BUSINESS CONTINUITY PLANNING

## DO YOU NEED BUSINESS CONTINUITY PLANNING?

1. Are your employees well-informed about the procedures to follow and the alternative locations to go to in case their workplace becomes inaccessible due to unexpected events like fires or floods?
2. How quickly do you anticipate your clients might transition to a competitor if they are unable to reach you through phone, email, online channels, or in person?
3. Does your business operate within a regulatory framework that mandates Business Continuity Planning (BCP), such as in the fields of finance, superannuation, general insurance, life insurance (APRA), or government (Auditor-General)?
4. Does your business face a risk due to its concentration in a specific geographic location?

### **NST'S BCP Solution:**

NST is prepared to provide a comprehensive evaluation of your organisation's Business Continuity Planning (BCP) readiness. This assessment will encompass the following activities:

- Review existing Business Continuity Planning/Disaster Recovery Planning (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.
- Conduct interviews with the senior management team to gauge their current understanding of BCP threats and risks.
- Produce a "Health Check" summary report containing an executive summary, risk assessment as well as findings and recommendations.

## DETAILED SPECIFICATION & PLAN

**WHEN YOUR ORGANISATION NECESSITATES A MORE IN-DEPTH EVALUATION OF RISKS AND MEASURES TO ENSURE BUSINESS CONTINUITY IN THE FACE OF ANY OUTAGE, OPTING FOR A COMPLETE BUSINESS CONTINUITY PLANNING (BCP) ASSIGNMENT IS ADVISABLE.**

**THIS COMPREHENSIVE ASSESSMENT WILL INVOLVE THE FOLLOWING ACTIVITIES:**

- A project brief for the assignment, outlining the scope of work, activities, deliverables, and schedule, will be provided within one week of project commencement.
- In cases where a “Health Check” has previously been conducted, the analyses from most activities will be repurposed. If not, these tasks will be necessary.
- A one-day workshop on Disaster Recovery and Business Continuity Threats and Risks will be conducted, with participation from key members of the management team, as well as staff from sales, logistics, and IT departments.
- Draft a detailed Business Continuity Specification covering 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 meet BCP needs
  - Business Continuity Use Cases for each Risk Event in major operational parts of the organisation
  - Appendix by Department: BCP Steps and Training Plan

The completion of these tasks is anticipated to span a timeframe of 5 to 8 weeks, contingent upon the availability of the key resources outlined earlier. For a medium-sized organisation (50 – 200 employees & 2 – 5 sites), it is approximated that 8 – 16 days of consulting effort will be needed. A detailed breakdown of these requirements will be outlined in the Project Brief, which will be provided within a week of project commencement.

### BUSINESS BENEFITS

- Ensuring compliance with regulatory requirements
- Minimising the risk of financial losses
- Safeguarding your company’s image and credibility
- Reduction in insurance premiums

### DRP & BCP – WHAT ARE THEY?

Disaster Recovery Planning (DRP) involves the necessary actions to recover an organisation’s fundamental systems in the event of a predefined incident causing an outage.

Business Continuity Planning (BCP) entails the examination of threats to business continuity and the implementation of activities to sustain essential business functions while the DRP procedures are in progress.