

Business Continuity Planning Guide

Document version control

Version	Date	Author(s)	Summary of changes

Document approvals

Approving body	Roles	Version

Document distribution

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Referenced documents

Title	Location	Version

Document Review History

Reviewed By	Title	Date

Summary

The purpose of the business continuity planning guide is to provide guidance on the processes to follow when developing business continuity plans.

This guide supports the requirements outlined in the business continuity management policy.

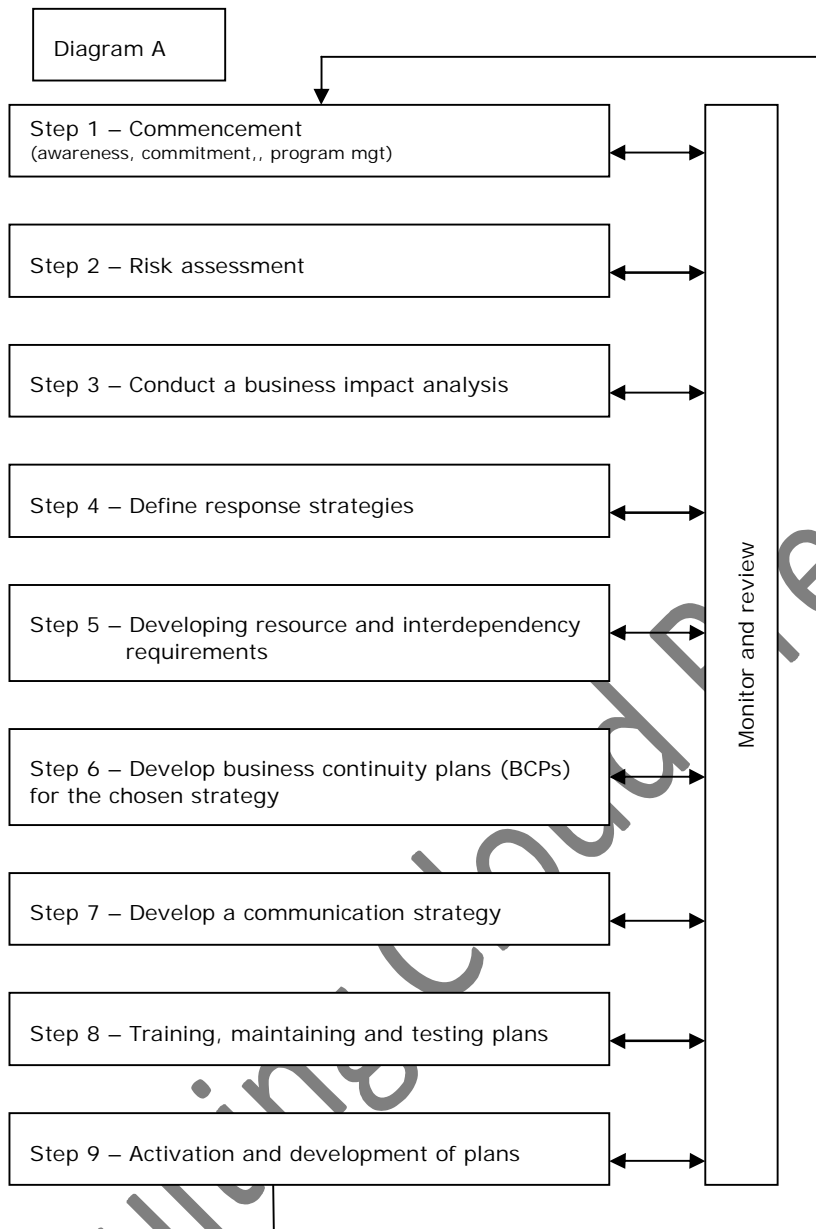
Scope/Audience

This guide is targeted towards company staff undertaking business continuity planning processes.

The Business Continuity Planning Process

The company's business continuity management process is outlined in Diagram A. The processes outlined in the guide are consistent with the business continuity management handbook.

Consulting Cloud Preview



The following step-by-step process, which reflects the process outlined in Diagram 1, should be applied when developing business continuity plans.

Step 1 Commencement

- 1.1 The company has identified a need to implement a business continuity program as one element of its risk management approach and to enable the company to achieve sound corporate governance.

Step 2 Risk assessment

- 2.1 An environmental analysis must be conducted to gain an understanding of internal and external business drivers, critical business objectives and constraints. Template 1 can be used to record the outcomes from Step 2 of the process.