

BCP Facilitators Worksheet				
Check to Select This Task	Assignments	Check if this task has been completed	Projected Completion Date	Lead Staff Person
Step 1: Launch the BCP Project Secure management/board commitment; establish BCP Project Team; create timetable, raise awareness among staff				
	Secure approval or support for initiating the BCP process from senior management			
	Discuss whether BCP is sufficient to complete pilot project			
	Inform staff about BCP project.			
Step 2: Review Organizational Context and Business Functions Your mission, your service objectives your critical success factors.				
	Discuss and reach consensus on our mission, service objectives, and critical success factors for our service objectives			
	Identify the organizational context issues that represent barriers to developing a BCP.			
	Identify the organizational context issues that represent motivators or positive influences in our development of a BCP.			
Step 3: Conduct Business Impact Analysis Identify critical business processes, identify key resources and dependencies, evaluate business impact of a disruption.				
	Complete a Business Impact Analysis by functional area			
	Identify "Vital Records" protection and retrieval in case of business interruption			
Step 4: Develop Planning and Response Strategies Identify policies, procedures and protocols for implementation strategies and financing strategies.				
	Discuss what types of relationships with other organizations will be necessary in order to sustain our mission-critical functions during a period of interruption.			
	Explore with other organizations the opportunity for "Mutual Assistance Agreements" to permit the temporary relocation services.			
	Identify existing policies and procedures that are relevant to business continuity planning and discuss their sufficiency, or need for further development.			
	Contact our telecommunications provider(s) to determine the			

	process and requirements for rerouting telephone calls.			
	Review/update emergency contact information for key staff.			
	Review employee handbook for mention of emergency operations, special assignments, and other business continuity requirements. Update handbook as required.			
	Contact organization's insurance professional (agent, broker or consultant) to discuss and determine scope of business interruption/extra expense coverage.			
	Identify sources of funding for business recovery costs.			
	Document procedures for accessing accounts in case of business disruption.			
	Chart income flow from services by month for past 3 years to document impact of service disruption.			
	Determine how critical financial records (accounts payable, accounts receivable, investment portfolios, payroll) would be accessed in case of business disruption.			
	Confirm with payroll vendor whether it has a BCP.			
	Identify system requirements for minimum operating status of the organization.			
	Review system back-up procedures to ensure that information can be restored in case of massive IT failure or virus/hacker attack.			
	Develop a list of hardware and software vendors from which replacements may be expeditiously obtained.			
	Ensure that the inventory of IT resources is current.			
Step 5: Complete a Written BCP Draft the plan, obtain review and input from key personnel, distribute, obtain approval, promote acceptance.				
	Finalize table of contents for our BCP.			
Step 6: Test and Maintain the Business Continuity Plan Design and plan the test, exercise the plans, maintain the plans				

Step 7: Inspire a Continuity Culture Create awareness, provide education and training, implement strategies to ensure continuous improvement
