



# Business Continuity Planning Methodology

**Kenneth L. Fulmer**



## **Business Continuity Planning Methodology:**

**Implementing Your Business Continuity Plan** Dr Goh Moh Heng,2004-01-01 This book provides the principles and applies the methodologies for preparing effective and detailed business continuity plans The content prepares the reader to develop the actual plan and prepare plan documentation It uses the writer s experience to enable you to prepare your corporate wide specific business continuity plan The book also includes a practical how to do it template to assist persons without previous experience in business continuity planning in preparing their own specific business units and corporate wide business continuity plan

Managing Your Business Continuity Planning Project Dr Goh Moh Heng,2004-01-01 This book is written for those who are new to Business Continuity planning and also as a reference for practitioner who are assigned to initiate the BC Planning BCP project in their organization It aims to help you kick off the BCP project in your organization starting with the need to educate your Executive Management about the purpose process and importance of BC Management BCM It also covers other essential steps including research developing a BC framework developing an action plan establishing a project team budgeting and scheduling deadlines to ensure that the BC project meets expectations

Business Continuity Management Ethné Swartz,Dominic Elliott,2010-03-26 Since the publication of the first edition in 2002 interest in crisis management has been fuelled by a number of events including 9 11 The first edition of this text was praised for its rigorous yet logical approach and this is continued in the second edition which provides a well researched theoretically robust approach to the topic combined with empirical research in continuity management New chapters are included on digital resilience and principles of risk management for business continuity All chapters are revised and updated with particular attention being paid to the impact on smaller companies New cases include South Africa Bank Lego Morgan Stanley Dean Witter small companies impacted by 9 11 and the New York City power outage of August 2003

**Business Continuity Planning** Ken Doughty,2000-09-11 Once considered a luxury a business continuity plan has become a necessity Many companies are required to have one by law Others have implemented them to protect themselves from liability and some have adopted them after a disaster or after a near miss Whatever your reason the right continuity plan is essential to your organization Business Continuity Planning Protecting Your Organization s Life explains how to evaluate your current plan for completeness create an effective plan if you don t have one and ensure it remains up to date From fires floods and power outages to hackers and software problems companies need to protect against a variety of threats Business Continuity Planning Protecting Your Organization s Life takes a best practices approach to provide a comprehensive continuity solution It details how to build a plan to handle business disruptions keep vital operations up and running and prevent losses that occur when business is crippled or security is compromised

Business Continuity Planning Methodology Akhtar Syed,Afsar Syed,2004

**Developing Recovery Strategy For Your Business Continuity Plan** Dr Goh Moh Heng,2005-01-01 This book provides the principles for determining the appropriate strategy for each critical business functions It is use as a

guidebook to allow the reader to walk through the entire process using various recovery strategy stages The book also includes practical how to do it templates to assist persons in developing and selecting their specific business units and corporate wide recovery strategy

**Principles and Practice of Business Continuity** Jim Burtles, KLJ, CMLJ, FBCI,2015-01-01 This comprehensive how to guide captures the distilled wisdom and experience of Jim Burtles a founding fellow of the Business Continuity Institute an internationally renowned figure in business continuity with over 30 years of experience and teaching across 22 countries and a veteran of practical experience that includes recovery work with victims of events such as bombings earthquakes storms and fires along with technical assistance support in more than 90 disasters and advice guidance for clients in over 200 emergency situations As such this book is a gold mine of practical information based on solid theoretical underpinnings It is an ideal combination of the practice of business continuity standards best practices global perspectives and the process of business continuity planning development implementation and maintenance Jim presents a clear picture of not only how to do what needs to be done but why By striking a balance between theory and practice Jim s approach makes the reader s job much easier and more effective Illustrated with numerous charts forms and checklists the book covers business continuity management from start to finish understanding risks assessing impact and developing a Business Impact Analysis choosing contingency strategies emergency response processes and procedures salvage and restoration disaster recovery developing business continuity plans including those for business continuity emergency response crisis management function restoration and disaster recovery maintaining long term continuity reviewing and auditing plans exercising and testing plans crisis management dealing with various personnel issues before during and after a crisis and working with a variety of agencies and people including local authorities regulators insurers fire and rescue personnel and neighbors This comprehensive reference based on years of practical experience will ensure that the reader is in a position to engage in all of the activities associated with the development delivery exercise and maintenance of a business continuity program There is a glossary of 90 business continuity terms The accompanying downloadable BCP Tool Kit has 24 planning and analysis tools including sample plans for evacuation emergency response and crisis management scripts and plot development tools for creating exercises to test and audit plans analysis tools for fire exposure service impact resource requirements etc It also includes checklists case studies and Web references In addition to those highlighted above this book includes additional important features Ideal for senior undergraduate MBA certificate and corporate training programs Chapter overviews and conclusions charts graphs and checklists throughout Glossy of 90 business continuity terms Downloadable Business Continuity Tool Kit including templates of a sample business continuity plan evacuation plan emergency response plan crisis management plan case studies and exercises student assignments Websites reader self assessment Instructor Materials including PowerPoint slides Syllabus and Instructor s Manual for 8 week course with emphasis on student role playing Author is a business continuity management pioneer and legend

**Business Continuity Planning Methodology with Business Continuity Management Training** Akhtar Syed, Afsar Syed, 2005 *Validating Your Business Continuity Plan* Robert Clark, 2015-11-17 Business continuity planning is a process of continual improvement not a matter of writing a plan and then putting your feet up Attempting to validate every aspect of your plan however particularly in a live rehearsal situation could create a disaster of your own making *Validating Your Business Continuity Plan* examines the three essential components of validating a business continuity plan exercising maintenance and review and outlines a controlled and systematic approach to BCP validation while considering each component covering methods and techniques such as table top reviews workshops and live rehearsals The book also takes account of industry standards and guidelines to help steer the reader through the validation process including the international standard ISO 22301 and the Business Continuity Institute's Good Practice Guidelines In addition it provides a number of case studies based on the author's considerable experience some of them successful others less so to highlight common pitfalls and problems associated with the validation process

**Business Continuity Planning** Ralph L. Kliem, Gregg D. Richie, 2015-08-21 If a major event such as a terrorist attack 7 2 earthquake tsunami or hacker attack were to disrupt business operations would your organization be prepared to respond to the financial political and social impacts In order for your company to be resilient it must be ready to respond and recover quickly from the impact of such events

*Business Conducting Your Impact Analysis for Business Continuity Planning* Dr Goh Moh Heng, 2002-01-01 This book prepares the reader to apply the principles and methodologies for conducting a business impact analysis BIA as part of the BCM planning process It will help you to identify the critical business functions the impact of a disruption to these functions the minimum resources needed to recover these functions the inter and intra dependencies and the vital records Instructions and guidelines are given on how to design prepare and conduct a BIA for your organization Included is a practical easy to use BIA Questionnaire template which could be easily tailored to assist persons without previous BCM experience to develop and design one The use of BIA Questionnaire will also be covered in detail You will also learn how to review verify analyze and consolidate the information as well as to present and seek approval from your Executive Management

**When Disaster Strikes... A Guideline to Business Continuity Awareness** Patrick Hermann, 2008-05 Diploma Thesis from the year 2006 in the subject Business economics Business Management Corporate Governance grade 2 0 N rtingen University BWL 38 entries in the bibliography language English abstract When there is a crisis the crisis has to be managed was once said by Gerhard Schr der the former German Chancellor In actual disaster situations it is not as easy to handle the crisis and just manage it you better be prepared When disaster strikes these incidents cannot usually be handled with the organizational structures and resources provided for normal everyday business and therefore require a business continuity plan As we have experienced an increasing number of disaster events over the recent years big and dramatic events like the World Trade Center terrorist attack of 9 11 the Madrid and London train bombings earthquakes in Pakistan hurricanes in North America

or the Southeast Asia tsunami which were highly recognized in the media all over the world But at the same time there have been also large number of disasters at a less recognized level like fires flooding building crush down and so forth All these events have one thing in common They can put a company out of business To prevent that we are not prepared to respond these disaster events we need to have a plan But planning for an event can only be the first step next we need to implement these plans in our organization and make communicate it to ensure that every employee knows what to do and how to react in a disaster event Many organizations fail to actually implement a BCP program because of the perception that it is a process that is too costly time consuming and requires a large amount of resources Therefore the management must be assured that by investing in BCP the organization s life gets protected and that it makes good business sense

**Operational and Business Continuity Planning for Prolonged Airport Disruptions** Scott Corzine,2013 TRB s Airport Cooperative Research Program ACRP Report 93 Operational and Business Continuity Planning for Prolonged Airport Disruptions provides a guidebook and software tool for airport operators to assist plan and prepare for disruptive and catastrophic events that have the potential for causing prolonged airport closure resulting in adverse impacts to the airport and to the local regional and national economy The software tool is available in a CD ROM format and is intended to help develop and document airport business continuity plans or revise current plans in light of this guidance The CD is also available for download from TRB s website as an ISO image Publisher s description **Business Continuity Planning** Kenneth L. Fulmer,2015-02-11 This easy workbook format shows managers new to Business Continuity Planning how to quickly develop a basic plan and keep it updated If you ve been tasked with developing a basic business continuity plan and aren t sure where to start this workbook with sample forms checklists templates and plans will walk you step by step through the process The book is aimed at single few location companies with up to 250 employees and is more oriented to an office environment especially where computer operations are critical It offers a fast practical approach for small companies with limited staff and time to customize a workable plan and expand it as they grow Endorsed by The Business Continuity Institute and Disaster Recovery Institute International it includes these helpful tools Straightforward jargon free explanations emphasize the non technical aspects of Information Technology Disaster Recovery planning Glossary with 120 terms and Appendices with sample risk assessment and risk analysis checklists Extensive easy to use downloadable resources include reproducible worksheets forms templates questionnaires and checklists for various natural disasters and special hazards such as power outages boiler failures bomb threats hazardous material spills and civil unrest along with a checklist for vital records storage For professional development or college classes the book is accompanied by a set of Instructor Materials

**Business Continuity Planning Methodology with Business Continuity Training** Akhtar Syed,Afsar Syed,2005-01-01 *Business Continuity Planning* Latha Sangubhotla,2006 After September 11 tragedy and other terrorist scares corporates resorted to Business Continuity planning BCP It is crucial to cope with the unexpected and have action

plans ready This book explores aspects of BCP tools and technologies of BCP how [A Supply Chain Management Guide to Business Continuity Chapter 3: Business Continuity Best Practices](#) , [Analyzing & Reviewing the Risks for Business Continuity Planning](#) Dr Goh Moh Heng,2008-08-01 This book prepares the reader to apply the framework principles and methodologies for reviewing and analyzing risks during a BC project or an on going BCM program It applies the writer s experience to enable you to understand the interrelationship between threats vulnerabilities and risks to assets The reader is guided to implement the Risk Analysis and Review phase within the BCM planning methodology using this simple approach Assess risks Assess control opinions Assess cost and effectiveness of controls Establish key disaster scenario Report to Executive Management Implement maintain and monitor effectiveness of controls This books also includes practical easy to use and step by step approach to analyzing and reviewing the risks for a BC project or on going BCM program **Business Continuity from Preparedness to Recovery** Eugene Tucker,2014-12-22 Business Continuity from Preparedness to Recovery A Standards Based Approach details the process for building organizational resiliency and managing Emergency and Business Continuity programs With over 30 years of experience developing plans that have been tested by fire floods and earthquakes Tucker shows readers how to avoid common traps and ensure a successful program utilizing detailed Business Impact Analysis BIA questions continuity strategies and planning considerations for specific business functions One of the few publications to describe the entire process of business continuity planning from emergency plan to recovery Business Continuity from Preparedness to Recovery addresses the impact of the new ASIS NFPA and ISO standards Introducing the important elements of business functions and showing how their operations are maintained throughout a crisis situation it thoroughly describes the process of developing a mitigation prevention response and continuity Management System according to the standards Business Continuity from Preparedness to Recovery fully integrates Information Technology with other aspects of recovery and explores risk identification and assessment project management system analysis and the functional reliance of most businesses and organizations in a business continuity and emergency management context Offers a holistic approach focusing on the development and management of Emergency and Business Continuity Management Systems according to the new standards Helps ensure success by describing pitfalls to avoid and preventive measures to take Addresses program development under the standards recently developed by ISO ASIS and NFPA Provides both foundational principles and specific practices derived from the author s long experience in this field Explains the requirements of the Business Continuity Standards [A Risk Management Approach to Business Continuity](#) Julia Graham,David Kaye,2015-02-20 Julia Graham and David Kaye two globally recognized risk management experts with experience in 50 countries were among the first to recognize the interrelationship of Risk Management and Business Continuity and demonstrate how to integrate them with Corporate Governance enterprise wide They focus on all the factors that must be considered when developing a comprehensive Business Continuity Plan especially for multi location or multinational

companies Endorsed by The Business Continuity Institute Institute for Risk Management and Disaster Recovery Institute International the book includes Chapter objectives summaries and bibliographies charts sample forms checklists throughout Plentiful case studies in boxed text sourced globally in the UK US Europe Australia Asia etc Boxed inserts summarizing key concepts Glossy of 150 risk management and business continuity terms Wide range of challenges including supply chain disruptions media and brand attack product contamination and product recall bomb threats chemical and biological threats etc Instructions for designing executing team exercises with role playing to rehearse scenarios Guidance on how to develop a business continuity plan including a Business Impact Analysis Downloadable Instructor Materials are available for college and professional development use including PowerPoint slides and syllabus for 12 week course with lecture outlines notes quizzes reading assignments discussion topics projects Provides clear guidance supported with a wide range of memorable and highly relevant case studies for any risk or business continuity manager to successfully meet the challenges of today and the future Steven Mellish Chairman The Business Continuity Institute

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