

3.1. INTRODUCTION

Business Continuity Planning (BCP) involves establishing a framework to prevent and recover from potential threats to an organization. It is step 5 of the risk management process explained in chapter one.



Fig 14: Business Continuity Planning step & Disaster Recovery Process

Business Continuity Planning includes identifying possible risks and formulating strategies to ensure that essential operations can continue or be rapidly restored after a disruption such as natural disasters, cyberattacks, pandemics, or other unexpected events. It encompasses the comprehensive preparation and development of strategies and procedures to ensure the 'Disaster Recovery Process' is effectively implemented, minimizing disruption and enabling the organization to maintain critical functions during and after a crisis.

The primary aim of BCP is to sustain critical functions during and after a crisis, minimizing the impact on the organization, its workforce, clients, and stakeholders.

3.2. WHY BUSINESS CONTINUITY PLANNING?



Fig 15: Why Business Continuity Planning (BCP)?

Minimizes disruption: Business Continuity Planning helps companies to identify potential risks and take steps to minimize their likelihood and/or impact. By doing so, the organization can continue to operate during a disruption with minimal disruption to customers, employees, and operations.

Protects reputation: Disruptions can damage your companies reputation, which can have long-term consequences. Business Continuity can help minimize the impact of a disruption, which can help protect the organization's reputation.

Complies with regulations and standards: Many industries are required to have a Business Continuity Plan (BCP) in place.

Reduces financial losses: Disruptions can be costly, both in terms of lost revenue and increased expenses. By having a BCP in place, your company can minimize the financial impact of a disruption and recover more quickly.

Provides peace of mind: Knowing that your company has a plan in place to deal with potential disruptions can provide peace of mind to employees, customers, and stakeholders. This can help maintain confidence in the organization and reduce anxiety during times of crisis.

Competitive advantage: Organizations that have robust BCPs in place can use this as a competitive advantage. It can be a selling point for customers and partners who want to work with reliable and resilient businesses.

3.3. BCP FRAMEWORK

A Business Continuity Planning (BCP) framework can be organized in various ways, but to ensure comprehensive coverage, it should include at least the following domains:

- **Emergency response plan:** Immediate actions to be taken to address and mitigate the consequences of an unexpected or critical situation. It typically consists of an “Emergency response” phase and a “Crisis management” phase
- **Disaster Recovery Plan:** When an emergency becomes a disaster, the Disaster Recovery Plan (DRP) is activated to quickly assess damage and resume operations or find alternatives for critical customers.
- **Crisis communication plan:** A crisis communication plan outlines the strategy for how an organization will communicate with its stakeholders in the event of a crisis or emergency
- **Cross reference document:** A cross-reference document includes all the names, functions, and contact information present in the previous documents. This document will make updates or adaptations easier.

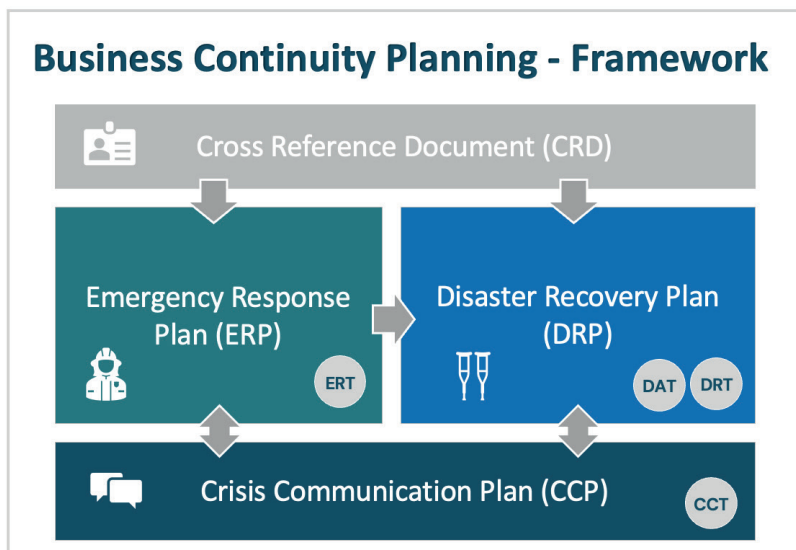


Fig 16: BCP Framework example?

Transforming the framework into a timeline model could be visualized as shown in the below image.

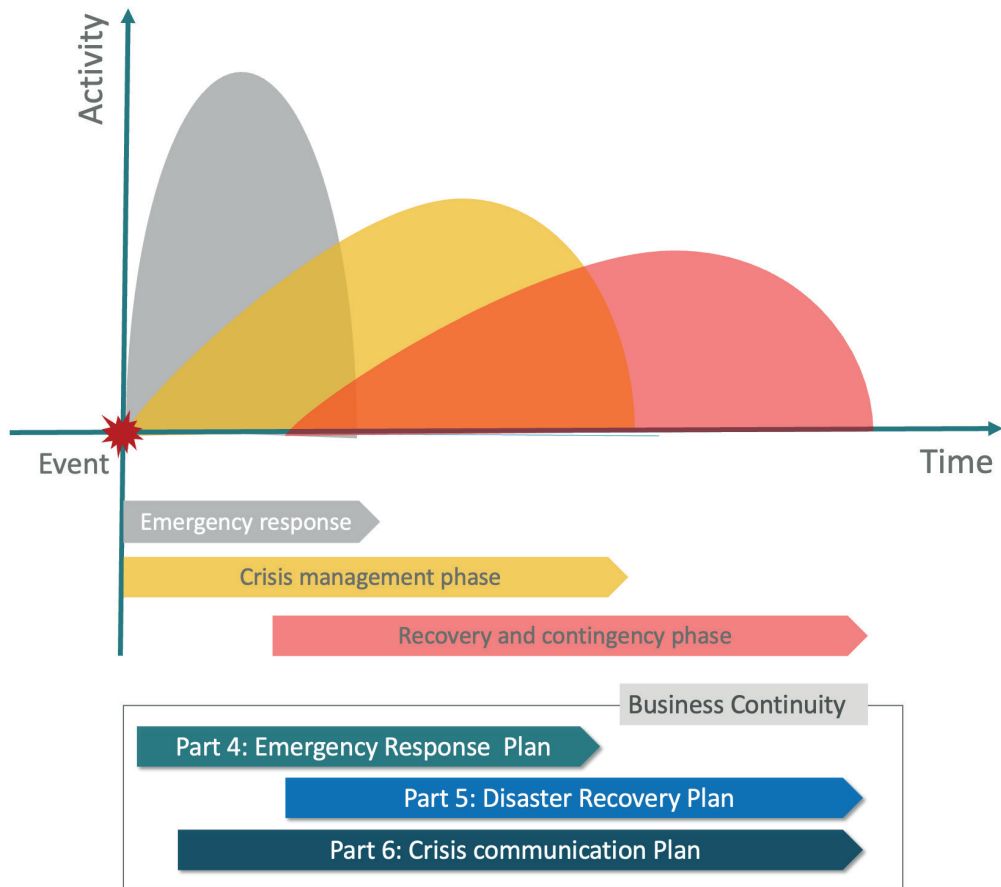


Fig 17: BCP timeline relation example.

The image illustrates the progression of activities over time following an event, focusing on emergency response, crisis management, and recovery phases. The trendline shows how activity levels are highest immediately after the event and gradually decrease as the situation is managed and recovery efforts are implemented. In the following chapters, each part of the Business Continuity Plan will be thoroughly explained.