



BUSINESS CONTINUITY PLAN: DEVELOPMENT METHODOLOGY

Business Continuity Plan experts at RSM bring some of the deepest and most thorough understanding of underlying risk and incident management issues. This, combined with experience in multiple sectors and tools in crisis management, allows us to assist you in identifying, managing and recovering from potentially devastating incidents. We can help you avoid the mistakes that organisations make when developing business continuity and disaster recovery plans.

Business Continuity Plan

When implementing a Business Continuity Plan (BCP), the purpose and objectives are commonly summarised as follows:

- a. To provide guidance and clarity to the organisation's senior leadership team throughout the occurrence of a disruptive incident which interrupts standard operating procedures
- b. To ensure that the organisation adopts a structured and measurable approach to effectively stabilising the situation, continuing critical business functions, mitigating the impact to the business and recovering from all losses sustained throughout the disruptive incident
- c. To mitigate the impact of all disruption-related risks which have the potential to significantly cripple the standard operating conditions and result in harm to the organisation, its people, its customers and all other relevant stakeholders

Structure

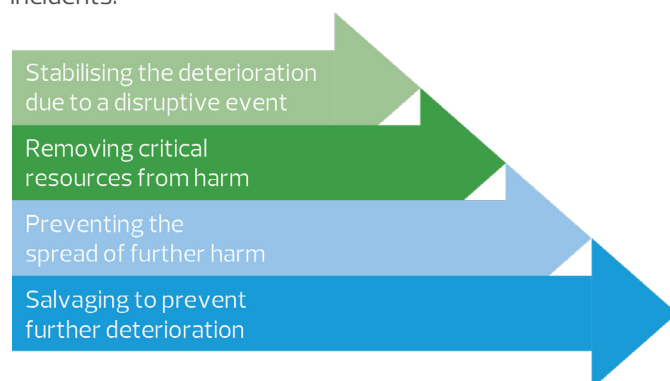
Whilst each BCP is structured differently and must be tailored to fit both the needs of the organisation and the context of the environment which they operate in, the following are essential by best practice guidelines such as ISO 22301 – Business Continuity Management Systems and ISO 22317 – Guidelines for BIA:

- Governance structure and business continuity management team
- Business continuity management roles and responsibilities

- Criticality phased activation and deactivation thresholds and process
- Initial risk assessment for known disruption-related risks
- Business impact analysis methodology and identified critical business functions (including maximum acceptable outage periods)
- Detailed recovery strategies for each critical business function (including recovery time objectives)
- Alternative recovery site and resource requirements
- Communications strategy
- Post-incident review process
- Business continuity management training, maintenance and testing requirements and process
- Emergency management contact listings

Methodology

In effectively utilising a BCP, the following principles are considered by best practice guidelines to be essential to the identification, mitigation and management of disruptive incidents.



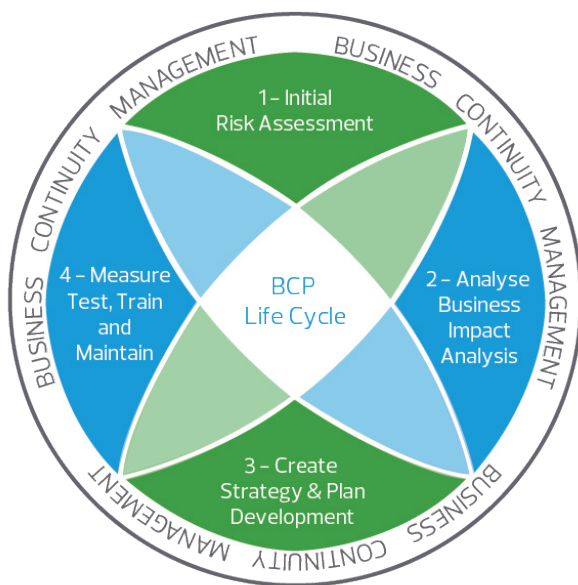


Development and implementation process

At RSM, we recommend a four-stage approach for the development and implementation of a BCP to ensure that the end result is a robust and valuable plan which identifies and outlines detailed recovery strategies for each of the organisations Critical Business Functions. These recovery strategies are typically designed to cover the following:

- Loss of key people
- Loss of access to buildings and physical workspaces
- Loss of key systems
- Loss of critical suppliers

The four-phases recommended for throughout the development and implementation process are as follows:



How can we help?

RSM can help you avoid the mistakes that organisations make when developing business continuity and disaster recovery plans.

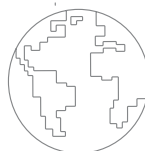
Key capabilities

- Internal audit
- Business continuity and crisis management
- Pandemic preparedness planning
- Culture, governance and risk
- Effectiveness and efficiency

ABOUT RSM

The RSM global network is represented in 120 countries, enabling us to access best practice insights and local expertise in both the public and private sector to assist you, no matter where in the world you are operating.

It is our strong, collaborative approach that differentiates us. This allows RSM Australia to work with our US and European firms to ensure our local clients can leverage of the not only our local expertise, but that of our network. We strive to truly understand your business, your strategies and your aspirations and endeavour to be considered the adviser of choice.



6th largest global network.
43,000 people.
810 offices.
120 countries.
1 name.

Visit rsm.global for a full list of RSM firms and contact details.

For further information

If you have any question or require further information or assistance in relation to your BCP, please [contact us](#).

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