

BCP Methodology & Project Plan For Evaluation Only

Project Management

Forbes Calamity Prevention suggests the following specific steps to manage a fast-track business continuity planning project. The numbers of days shown are estimates *only*, which may be used in formulating our final project cost estimate.

PHASE I

Project Initiation and Management

1. Review organisation chart for sections of **Company** within scope
2. Prepare & submit proposed Project Plan and cost estimate
3. Submit contract draft
4. Choose members of **Company** Management Recovery Team, identify **Company's** BCP Project Sponsor and BCP Project Coordinator
5. Agree on each party's responsibilities, sign contract
6. Identify BCP interview participants (business unit managers)
7. Schedule Management meetings

Estimated Number of Days			
Forbes Calamity Prevention		Company	
Project Mgr	Consultant	Staff	Others
✓		✓	
✓			
✓		✓	
		✓	
✓		✓	
✓		✓	
	✓	✓	
Subtotal:	2.25 days	.75 days	
Total:	3 days		

- Critical success factors: management commitment; appointment of a project Management Recovery Team; a Project Coordinator at **Company** to act as liaison to **Company** staff, and to arrange meetings.

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PHASE I

Management Team meeting

Determine BCP project goals and parameters

1. Explain project methodology to Management Recovery Team
2. Identify most likely threats from list provided by FCP
3. Decide recovery objectives: percent (%) of normal capacity
4. Decide Minimum Operating Requirements (MOR's)
5. Decide Recovery Time Objectives (RTO's)
6. Develop consensus with management on BCP objectives

Estimated Number of Days

	Forbes Calamity Prevention	Company	
	Project Mgr	Consultant	Staff
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
	✓	✓	✓
Subtotal:	4 hours	4 hours	4 hours
Total:	3.5 days		
Cumulative Total:	6.5 days		

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PHASE I

Business Impact Analysis

“If something went wrong, how would it affect our business?”

1. Explain how to complete questionnaires – two (2) sessions, 1 hr each
2. Each work group/department completes a written questionnaire
3. Receive and review questionnaires
4. Confirm Minimum Operating Requirements (MOR)
5. Confirm Recovery Time Objectives (RTO)
6. Discuss possible recovery strategies with **Company**
7. Analyze information, define impact qualitatively
 - IT analysis including telephone dependence
 - Vital records dependence
 - Business function analysis: importance, impact of failure
 - External party dependence
8. Analyze impact quantitatively if possible
9. Prepare tables of results
10. Deliver management presentation of results
11. Obtain written confirmation of impact from management

Estimated Number of Days

Forbes Calamity Prevention		Company	
Project Mgr	Consultant	Staff	Others
	✓	✓	
		✓	
✓		✓	
	✓	✓	
	✓	✓	
	✓	✓	
✓			
✓			
✓	✓		
✓	✓	✓	
		✓	
Subtotal:	7 days	10 days	
Total:	17 days		
Cumulative Total:	23.5 days		

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PHASE II

Continuity Strategy Development & Report

“How will we resume operations?”

“How will we meet our recovery objectives?”

1. Itemize possible strategies
2. Voice/data communication systems recovery strategy
3. IT systems recovery strategies
4. List items requiring off-site storage and retrieval
5. Identify alternative recovery locations and commercial vendors
6. Prepare cost estimates of possible strategies
(see FCP'S "Sample Recovery Strategies", available separately)
7. Present selected strategies
8. Obtain written approval of selected strategies

Estimated Number of Days

Forbes Calamity Prevention		Company	
Project Mgr	Consultant	Staff	Others
✓	✓		
✓			
✓			
	✓		
	✓		vendors
	✓		
✓	✓	✓	
		✓	
Subtotal:	5 days	8 days	
Total:	13 days		
Cumulative Total:	36.5 days		

- Budgeting for implementation of the selected recovery strategies is not included in FCP's project cost estimate.

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PHASE II

Continuity Plan Development

1. Define “disaster” declaration parameters for **Company**
2. Identify emergency command center
3. Establish **Company** DR emergency telephone numbers
4. Subscribe to SingTel’s Rerouting on Demand Service (RODS)
5. Document strategies identified in previous phases
 - IT recovery plan
 - records recovery plan
 - business unit recovery
6. Prepare Management Recovery Team plan
7. Review work group recovery team plans
8. Write and publish Company BCP

Estimated Number of Days

	Estimated Number of Days		
	Forbes Calamity Prevention	Company	
	Project Mgr	Consultant	Staff
	Others		
✓			
		✓	
		✓	
✓	✓		
✓	✓		
✓			
✓	✓		
Subtotal:	7 days	12 days	
Total:	19 days		
Cumulative Total:	55.5 days		

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Project Management Summary

1. Project Initiation and Management
2. Management Team Meeting
3. Business Impact Analysis
4. Strategy Development
5. Plan Development
6. Testing
7. Maintenance

Estimated Total Number of Days

	Forbes Calamity Prevention			Company
	Project Mgr	Consultant	Staff	Others
	2.25 days	.75 days		
	2 days	2 days		
	7 days	10 days		
	5 days	8 days		
	7 days	12 days		
Subtotal:	23.25 days	32.75 days		
Total:	55.5 days*			

* Elapsed time: 120 days (4 months)

Assumptions : Company of less than 100 people, less than 10 departments. Actual project may vary.