Business Continuity Health Check

Business continuity planning works best when it fully meets the business's objectives. If organisational or business practices have occurred that are likely to change the existing strategies and contingencies, then it is time to conduct a health check.

It is important to understand whether sufficient progress is going to be made with business continuity planning in the forthcoming months to satisfy stakeholders that your organisation can continue to maintain its critical activities, services and reputation in the event of an incident causing a loss of resource.

To help you do this efficiently and effectively, Teed's **Business Continuity Assurance Service** comprises three different service:

    Service 1:   Gap Analysis
    Service 2:   Business Continuity Exercise
    Service 3:   IT Disaster Recovery Test

These services will help the business raise awareness, create an understanding of the current position and identify the required improvement activity for the coming year.

Teed's experienced consultants ensure that the latest good practice is adhered to, BC preparedness is independently verified and resulting recommendations are justified and benchmarked against similar organisations.

Option 1. Gap Analysis

Independent review of current business continuity or IT disaster recovery preparedness to identify any gaps between "required" versus "achievable" recovery capability based upon anticipated worst case scenarios, together with recommendations for improving upon current position:

- Detailed Review of existing analysis information, response/recovery plans, recovery strategies, risks and associated information through discussion with key individuals and access to relevant documentation
- The Gap Analysis will identify where the post incident activity levels or recovery timescales following a serious incident may not be met by the current response/recovery capability
- Consideration will be given to how up to date the information is and how well it aligns to the business continuity management lifecycle and good practice
- A Recommendations Report will be produced detailing the current status and recommended actions to improve upon the organisation's business continuity preparedness
- The report provides justification and a road map for the organisation to use when driving forward any necessary improvements to its business continuity or IT disaster recovery capability
- Delivery of an Independent Verification Letter stating preparedness and compliance with best practice, for sharing with stakeholders.

Option 2. Business Continuity Exercise

An exercise is an excellent opportunity to gain buy-in at all levels of the business – in our experience there is always enthusiasm for business continuity once people have been involved in an exercise. Also, participants will be better placed to perform their roles should an incident occur at some point after the exercise.

Half or full day desktop exercise, including business continuity awareness session:

To learn more about the advantages of a Business Continuity Health Check for your organisation,
contact David Teed who will be pleased to discuss your requirements:
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- Initial Review of existing business continuity plans, recovery strategies, risks and associated information through discussion and access to relevant documentation
- Development of Exercise Manual detailing the approach, objectives, scope, participants, timescales and scenarios for the exercise
- Presentation on business continuity management before the exercise to raise awareness of exercise participants of pre and post incident roles and responsibilities
- Facilitation of Exercise involving key members of the defined incident management and response teams responding to evolving scenarios depicting disruptive events, tailored to take account of potential threats and risks to the organisation. (Participants will be asked to respond to the initial situation and updates, utilising available response/recovery plans and strategies)
- Facilitation of Post-Exercise Debrief to ensure everyone has the opportunity to convey their views on the response and, inevitably, the many lessons are learned
- An Exercise Outcome Report will be produced to provide a record of the exercise together with a note of the lessons learned and actions arising
- A business continuity Preparedness Score is provided within the report, with supporting independent guidance in 5 key focus areas - People, Documentation, Solution, Communication and Exposure

Option 3. IT Disaster Recovery Test

A DR test is an excellent opportunity to prove the ability to recover IT services and identify any required actions to speed up the process. Also, participants will be better placed to perform their roles should an incident occur at some point after the test.

Half or full day technical recovery test or DR focused desktop exercise, including IT disaster recovery awareness session:
- Initial Review of existing IT disaster recovery plans, resilience/recovery strategies, risks and associated information through discussion and access to relevant documentation
- Involvement during Test Development Discussions to ensure scope is appropriate to take account of any limitations in IT production or recovery environments, business expectations, current good practice and lessons learned by other organisations during similar tests. Our involvement will provide additional reassurance that the test will not cause unexpected service disruptions, as potential risks within the approach will be well thought through
- Development of a Test/Exercise Manual detailing approach, objectives, scope, participants, timescales and scenarios for the test
- Presentation on IT disaster recovery before the test to raise awareness of participants of their pre- and post-incident responsibilities
- Facilitation during Test/Exercise involving key technical recovery representatives being presented with one or more scenarios causing a loss of IT services, tailored to take account of potential threats and risks to the organisation's IT/communications environment
    - Participants will be asked to recover services, utilising the available recovery environment/capabilities and referring to relevant plans, procedures and technical information
- Facilitation of Post-Test Debrief to ensure everyone has an opportunity to convey their views on the response and, inevitably, the many lessons are learned
- A Test/Exercise Outcome Report will be produced to provide a record of the test together with a note of the lessons learned and actions arising

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