

APPENDIX 4

SAMPLE OUTLINE OF A BUSINESS RESUMPTION PLAN (BRP)

Publication Date

Distribution List

Sensitive Information Disclosure Notice

Executive Overview

This section contains the executive management perspective, policies, plan concept and overview of the business resumption plan.

Introduction: Purpose, Goals, Objectives, Benefits

Scope (what data systems does the BRP address)

What Constitutes a Disruption

Responsibilities

Assumptions (Risk Analysis, Criticality Level, Acceptable Downtimes)

BRP Activation Authority - who determines that the BRP should be implemented when an interruption occurs

Recovery Operations (Process, Procedures, Teams)

Training (Teams, Users)

Testing of BRP (Schedule, Scenario, Monitoring, Follow-up)

Plan Revisions and Updates (Environmental Changes, Test Results, Review Schedule)

Contact Section

BRP Activation Authority contact and telephone number:

Key technical contact(s) and telephone number(s):

Key user contact(s) and telephone number (s):

Criticality Section

Criticality Level/Period:

Maximum Allowable Processing Delay:

Processing Time Required:

Legal Requirements:

Detailed Business Resumption Steps

This section details the procedures to be followed during resumption activities:

Responsibilities - who does what, when, where, how

(BRP Team Leader, BRP Team Coordinator, BRP Coordination

Site Coordinator, Recovery Team Leaders, Recovery Teams, BRP

Activation Authority, Situation Identification, Damage Assessment, Notification

Procedures, BRP Activation Process,

User Departments/Section, MIS staff, etc.)

Operating Procedures - specific procedures for each Recovery Team members to follow including the Post -Implementation Review Team)

Detailed Lists, Inventories, and Business Requirements:

This section identifies all resources critical to the business resumption effort. It should be organized in such a way as to address the "who, what, when, where, and how" in the process of identification, location, commitment, funding and deployment of those resources.

Resources include: Configuration Drawings, Hardware, Software, Communications, Back-up Data (include medium of data), Physical Facilities, Vendor Support, InterCampus/Commonwealth Agency Support, Personnel, Applications, Security, Office Equipment, Forms/Paper, Logistics, Storage, Funding, Purchase Orders, etc.