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*Offering no-cost business consulting in Southwestern PA.*

Business Continuity Plan Template

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1. Scope:

Define the scope and aim of your business continuity plan (BCP).

The BCP must protect the assets of the business and its customers and provide the capability to resume effective operation at a level and in a time period that allows it to meet legal and regulatory requirements.

The BCP must ensure that suitable alternative facilities are available, that key staff are available and that critical technology, external services, vital records and other items critical to resuming business are duplicated and available in another location.

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1. Goals and Objectives:

List the goals and objectives of the plan.

Example: Primary Goal = To allow business operations to continue under adverse conditions, by the introduction of appropriate resilience strategies and recovery objectives.

Example: Objectives = improved customer confidence and reliability, assess risks and impact, provide step-by-step protocols, prioritize emergency communications, identify the location of critical data and assets, find weaknesses and propose solutions

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1. Key Business Functions and Recovery Priorities:

Information listed here is used to recover essential business process. Information should include key process, IT systems, and data backups.

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1. Business Impact Analysis:

A Business Impact Analysis (BIA) is a systematic process to determine and evaluate the potential effects of an interruption to critical business operations. No formal standards exist for a BIA. The methodology can vary by organization. A BIA is generally a multi-phase process that includes the following steps: gather information, evaluating the collected information, and preparing a report to document findings.

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1. Recovery Priorities:

Define and list your business recovery priorities.

Examples: Establishing clear succession planning and assignment of authority, prepare for reductions in resources, develop remote working capabilities, expand customer self-services options, automate standard tasks, establish clear channels for internal and external communication, establish back up practices for all essential tasks, maintain reserve funds in case of an emergency.

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1. Recovery Teams:

Define the scope and aim of your business continuity plan.

A disaster recovery team is responsible for building your organization’s disaster recovery plan, developing the plan’s processes and procedures, and implementing the plan in the event of a crisis to ensure data recovery is possible.

Team roles:

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Team Responsibilities:

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Team Contact Details

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1. Recovery Plan:

Define the activities needed to allow your business to continue. Include a list of recovery tasks.

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1. IT Systems Resources:

List the IT systems and resources needed for your recovery plan.

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1. Office Recovery Plan:

Define your office recovery plan.

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1. Maintenance Protocols:

List the protocols for maintenance of your business continuity plan.

Examples: monitor changes, test/audit results, process change requests

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1. Employee Contact List:

List all employees affected, job roles, and contact information for emergency situation

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1. Emergency operations centre locations:

List all locations primary and backup for emergency response operations.

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If you have any questions, reach out to us at **412-396-1633** or email [**duqsbdc@duq.edu**](mailto:duqsbdc@duq.edu)**.** [**Subscribe to our YouTube channel!**](https://www.youtube.com/channel/UCr9SNnS7h1wOdoLOBlPm1pA)

*Duquesne University Small Business Development Center offers no-cost business consulting services in Southwestern Pennsylvania.*

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