

Fundamentals of Business Continuity Planning

**Presented to
Ontario University Registrars' Association
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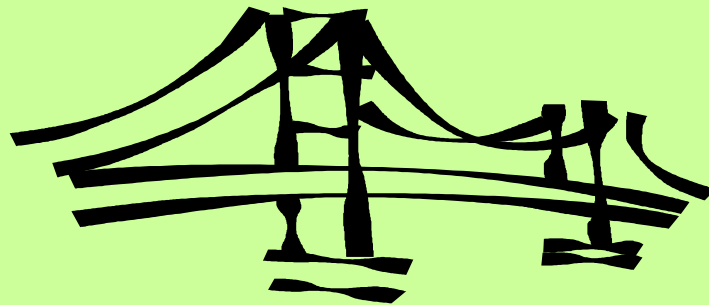
W **P. E. WRIGHT**
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Overview

- **What is “Business Continuity Planning”**
- **Why do we bother to plan**
- **How do we start to plan**
- **Proven methodologies**
- **Common myths**
- **Best Practices**
- **Level of effort**

What is Business Continuity Planning

*A business process, which helps to ensure continuation of **TIME CRITICAL** services or functions regardless of any event that may occur.*

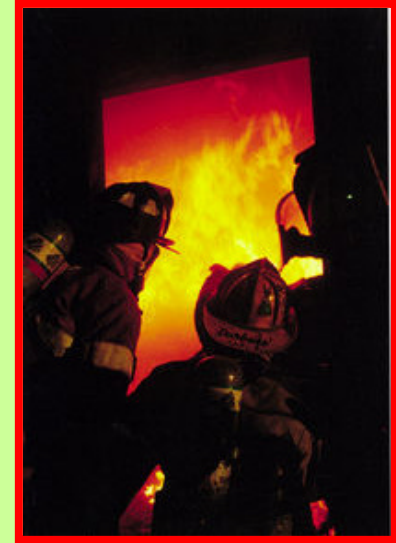


FYI - What BCP does...



- Protects the employees
- Protects the organization assets
- Provides methods of communication
- Identifies “Predetermined Priorities”
- Provides the tools for staff to continue their **“Critical Business”** functions
- Provides access to vital information
- Provides options for access to dependent sources
- Provides a clear definition of what to do, how to do it and who is to do it
- Reduces reliance on certain key individuals and functions

Why do we bother to plan



**14 Murdered
University of Texas**



August 6th 1966

École Polytechnique

The Montréal Massacre

December 6, 1989, 14

**Female students were
systematically killed**

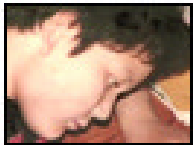
Concordia - August 24, 1992

Engineering professor Valery

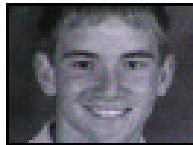
**Fabrikant shoots and kills four
faculty members + Riots**

Dec 15th 2002 - Sept 2nd 2004

Recent Educational Facility Shootings



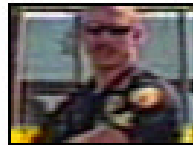
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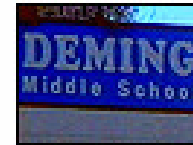
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11/19/99



4/20/99

How do we start to plan

(Know your destination)

Senior Management Commitment

Research

Network

Buy-in

Over

- **Budget**
- **Commit**
- **Time estimation**

Awareness



Proven Methodologies

Disaster Recovery Institute - Canada

DRI International - USA

BCI - UK

Professional Practices

- Project Initiation and Management
- Risk Evaluation and Control
- Business Impact Analysis
- Developing Business Continuity Strategies
- Emergency Response and Operations
- Developing and Implementing Business Continuity Plans
- Awareness and Training Programs
- Maintaining and Exercising Business Continuity Plans
- Crisis Communications
- Coordination with External Agencies

Common Myths

- **Our size will protect us**
- **Our location will protect us**
- **Emergency Preparedness is a luxury**
- **Each disaster/event is unique: you can't prepare**
- **Well managed organizations don't have disasters**



Best Practices

Never, never, never hire consultants to do the work*

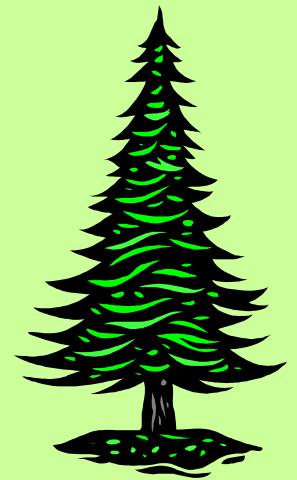
Have a sponsor from Executive Management

Appoint a regular staff member as the BC coordinator

Ensure the BC coordinator is exclusive to the program

All business sectors must be analyzed

Imperative to treat this as an evergreen program



Level of Effort

Initially - ETC

Extremely Time Consuming



Awareness training for all applicable staff

Documentation for all business processes – new/old

Numerous interview sessions

All business functions must be analyzed

BC Working Groups must meet regularly

Strategies must be developed

Level of Effort

Vacations, holidays, peak processing periods, regular meetings, special meetings, retirements, staff adjustments and relocations

Identification of “business” threats and risks

*** Never, never, never hire consultants to do the work**





As the disaster storm clouds clear, you will be in one of the following situations:

- ✓ ***Not prepared (explaining to SM)***
- ✓ ***Executing your Business Continuity Plan with confidence knowing it was developed, exercised, and properly maintained***

Q & A

Thank you

P. E. Wright and Associates Inc.