

SUBJECT AREA 1 – PROGRAM INITIATION and MANAGEMENT

Establish the need for a Business Continuity Management (BCM) Program, including resilience strategies, recovery objectives, business continuity, operational risk management considerations and crisis management plans. The prerequisites within this effort include obtaining management support and organizing and managing the formulation of the functions or processes required to construct the BCM framework.

A. THE PROFESSIONAL’S ROLE IS TO:

- A.1 Establish the need for the Business Continuity Program**
- A.2 Present and Obtain Management Program support and approval of BCM Program**
- A.3 Lead designated Sponsors in Defining Objectives, Program Structure, Policies and Management of Critical Success Factors**
- A.4 Develop Budget requirements.**
- A.5 Coordinate and Manage the implementation of the overall Program**
- A.6 Oversee the ongoing effectiveness of the Program**
- A.7 Report to Senior Management on Program status on regular basis.**

B. THE PROFESSIONAL SHOULD DEMONSTRATE A WORKING KNOWLEDGE IN THE FOLLOWING AREAS:

B.1 Establish the Need for the Business Continuity Program

B.1.a. Research and reference relevant legal/regulatory/statutory/contractual needs and restrictions both from an internal and external perspective, providing recommendations on conformance and compliance requirements for the organization.

B.1.b. Reference relevant standards developed by industry trade or National Standards bodies and/or associations where appropriate

B.1.c. Develop relevant organizational policies

B.1.d. Identify and resolve any conflicts between organizational policies and relevant external requirements

B.1.e. Adequately addresses and record any gaps or opportunities identified in an organizational audit report (either internal or external sources)

B.1.f. Identify business practices (e.g., just-in-time inventory) that may adversely impact the organization's ability to recover following a disaster event

B.2 Present and obtain Management support and approval of BCM Program

B.2.a. Develop formal reports and presentations focused on increasing the awareness of risks to the organization from a Business Continuity Management (BCM) perspective

B.2.b. State the benefits of BCM and relate them to the organizational mission, objectives and operations

B.2.c. Explain executive management's role including their accountability and liability within the BCM Process

B.2.d. Gain organizational commitment to the BCM process

B.2.e Obtain executive sponsorship for BCM Program development

B.3 Lead designated Sponsors in Defining Objectives, Program Structure, Policies and Management of Critical Success Factors

B.3.a. Establish Planning/Steering Committee with roles/responsibilities, scope and membership

B.3.b. Develop a suitable set of objectives for the BCM process

B.3.c. Develop a mission statement/charter for the BCM process

B.3.d Define BCM Program structure, its policies and critical success factors

B.3.e Identify teams for BCM implementation and execution including the following:

- Emergency management
- Incident response
- Crisis management
- Business continuity (multi-location, multi-divisions, etc.)
- Recovery/response and restoration

B.4 Develop Budget Requirements

B.4.a. Clearly define and obtain resource requirements for BCM Program

B.4.b. Obtain estimates of financial requirements

B.4.c. Review and confirm validity of financial estimates against resource requirements

B.4.d. Negotiate resource and financial requirements with management

B.4.e. Obtain executive approval for budget requirements

B.5. Coordinate and Manage the implementation of the overall Program

B.5.a. Identify tasks required to support the agreed upon critical success factors

B.5.b Develop the required action plans to support the above including necessary items such as:

- Schedule
- Time estimates
- Milestones
- Personnel requirements

B.6. Oversee the ongoing effectiveness of the Program

B.6.a Develop the on-going management and documentation requirements for the BCM Program

B.6.b Monitor, track and report to established BCM compliance standards

B.7. Report to Senior Management on Program status on a regular basis

B.7.a. Develop a schedule to report the progress of the BCM Program to senior managers

B.7.b. Develop regular status reports for senior management that contain concise, pertinent, accurate, and timely information on key elements of the BCM Program.

B.7.c. Provide updates on the State of the BCM Program and make recommendations for Program enhancements on an on-going basis.