

SUBJECT AREA 6: DEVELOPING AND IMPLEMENTING BUSINESS CONTINUITY PLANS

Develop and implement procedures for response and stabilizing the situation following an incident or event, including establishing and managing an Emergency Operations Center to be used as a command center during the emergency.

A. The Professional's Role is to:

1. Identify the Components of the Planning Process
2. Control the Planning Process and Produce the Plan
3. Implement the Plan
4. Test the Plan
5. Maintain the Plan

B. The Professional Should Demonstrate a Working Knowledge in the Following Areas:

1. Determine Plan Development Requirements
2. Define Continuity Management and Control Requirements
3. Identify and Define the Format and Structure of Major Plan Components
4. Draft the Plans
5. Define Business Continuity and Crisis Management Procedures
6. Damage Assessment/Restoration Strategy
7. Develop General Introduction or Overview
8. Develop Administration Team Documentation
9. Develop Business Operations Team Documentation
10. Develop Information Technology Recovery Team Documentation
11. Develop Communication Systems

12. Develop End-User Applications Plans

13. Implement the Plans

14. Establish Plan Distribution and Control Procedures