

BUSINESS CONTINUITY PLAN REQUIREMENTS

Business Continuity Management Office
Office of Risk Management, Office of Business and Finance



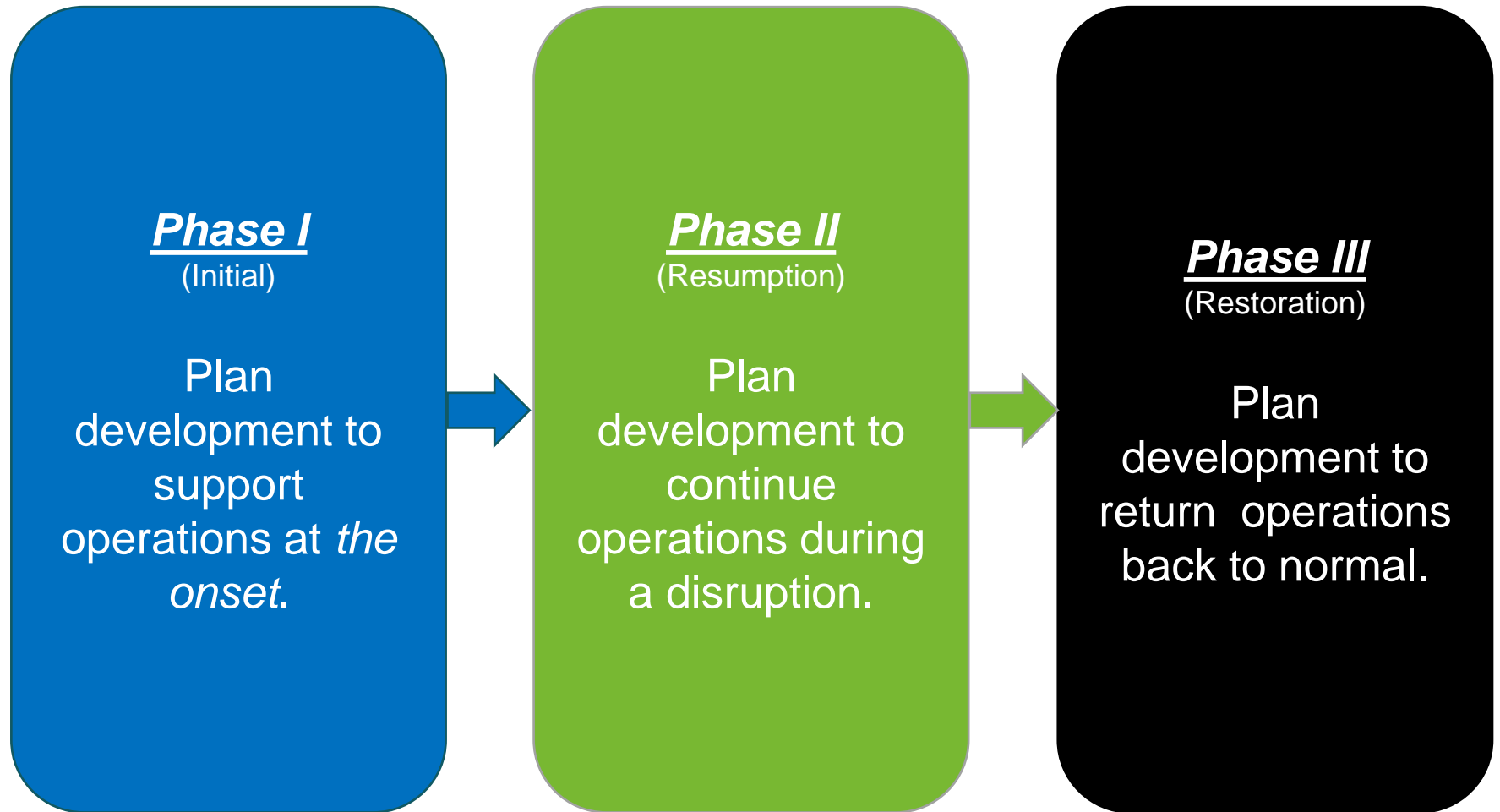
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Benefits of a BCP

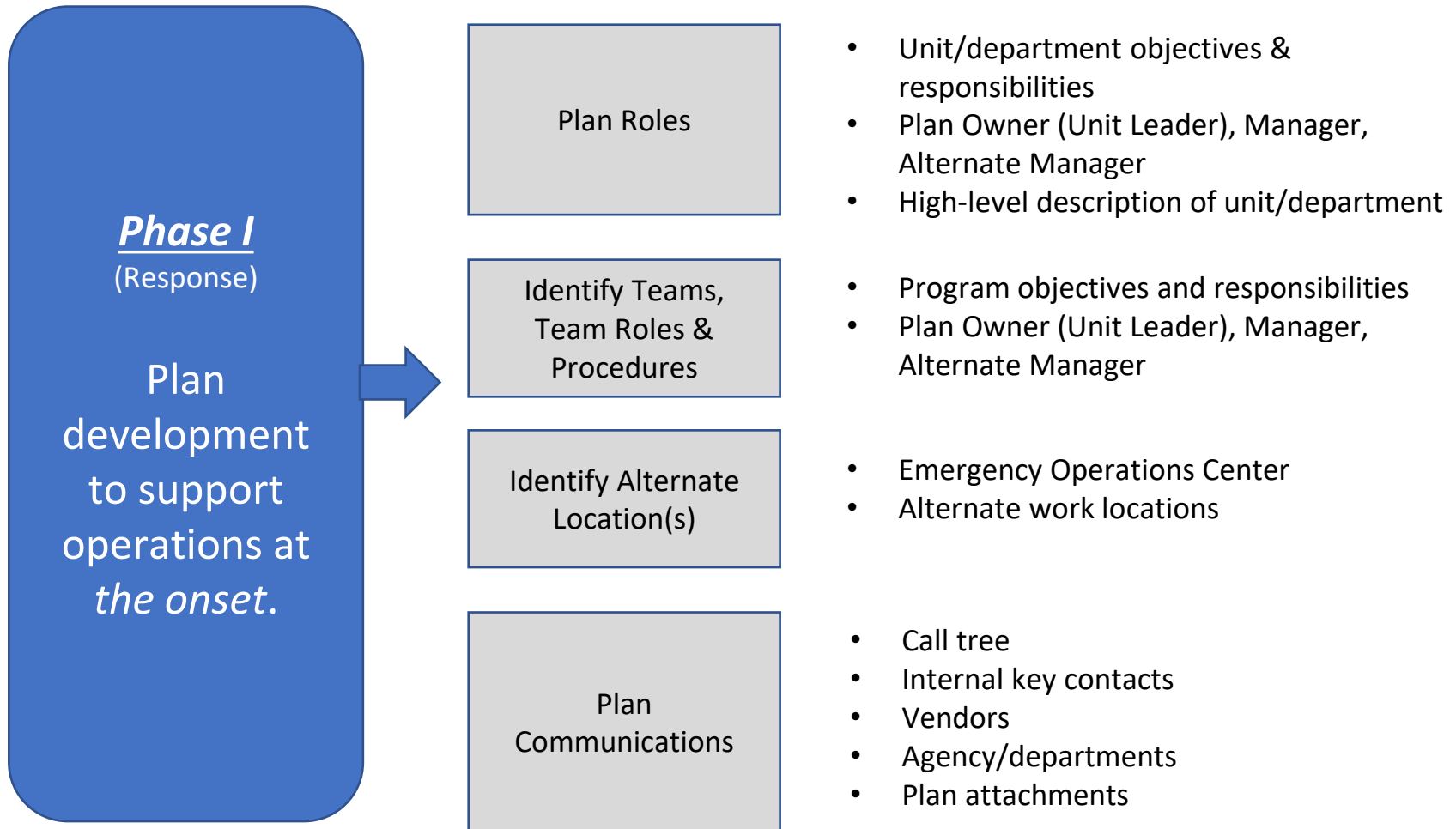
1. Enhances the university's ability to recover and resume academic and business operations.
2. Provides a comprehensive view of risks and impacts thus helping to prioritize activities and optimize resource allocation.
3. Reassures university stakeholders that critical processes will be supported in adverse conditions.
4. Improves the university's chances of survival in the event of a catastrophe.
5. Protects the university's resources and image.



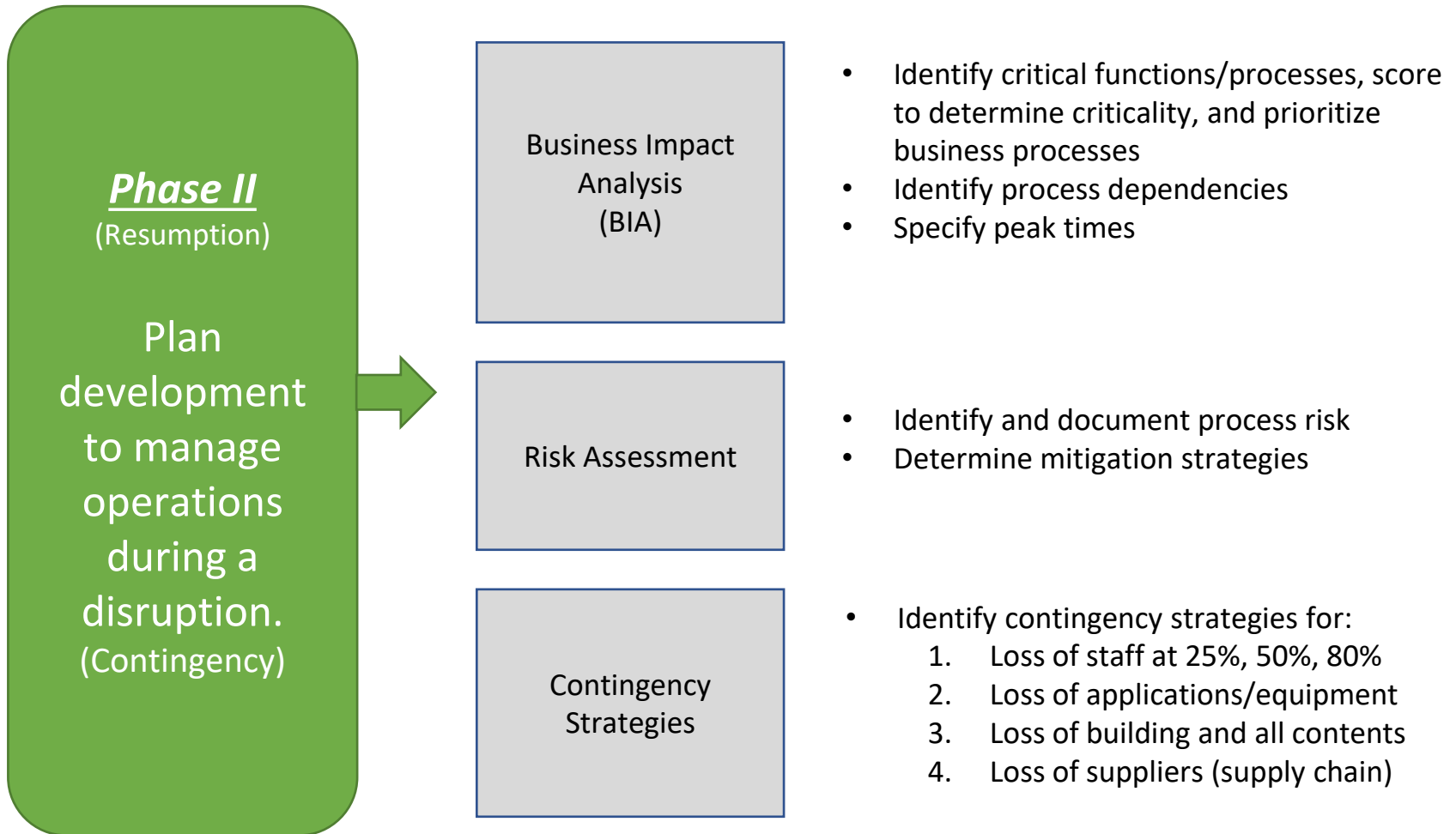
BCP Requirements – 3 Major Development Phases



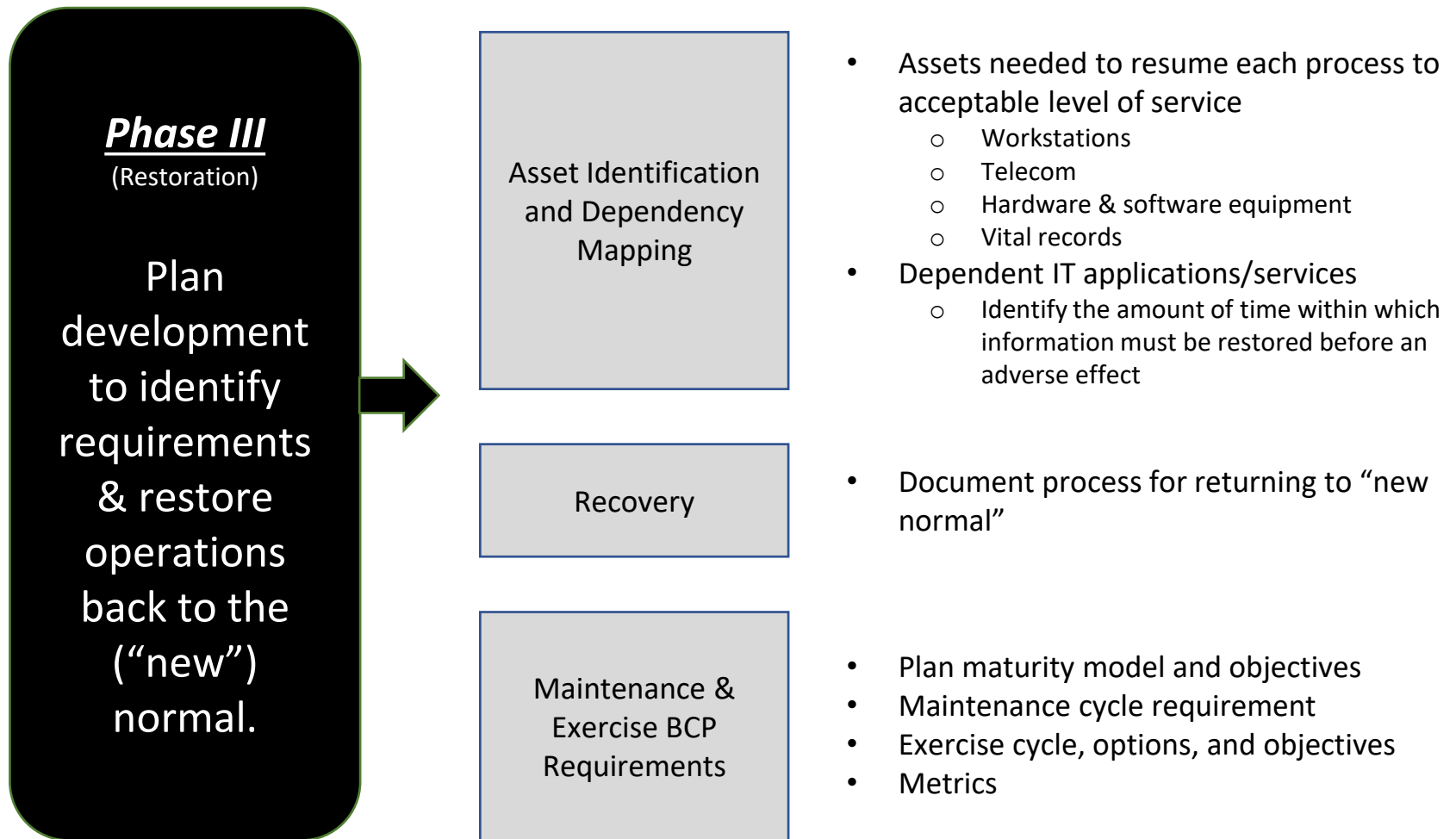
BCP Requirements – Phase I Details



BCP Requirements – Phase II Details



BCP Requirements – Phase III Details



BCP Requirements - Plan Components

1. Executive Summary
2. Business Impact Analysis (BIA)
 - a. General Information
 - I. Plan owner
 - II. Responsibility description for which the plan covers
 - III. Name of processes / critical functions
 - IV. Recovery time objectives (RTOs)
 - V. Business hours / headcount / peak time
3. Risk and Impact Assessments
 - a. Regulatory
 - b. Financial
 - c. Customer
 - d. Reputational
4. Critical Activities Associated with the Process
 - a. Name and description
 - b. Service Level Agreements (SLAs)
 - c. Peak period
 - d. RTO
 - e. Headcount (BAU vs Critical Need)
 - f. Strategy
5. Dependencies
 - a. Name of application/system
 - I. Plan owner
 - II. Provider
 - III. Owner
 - IV. RTO required
 - V. Recovery point objective (RPO) required
 - VI. Description
 - VII. Manual workaround
6. Recovery Requirements
7. Unit / Department Dependencies
8. Risks and Risk Strategies
9. Planning Strategies
 - a. Loss of building or access to site
 - b. Loss of people (25%, 50%, 75%)
 - c. Loss of IT (workarounds or alternate application)
 - d. Loss of supplier
 - e. Loss of telephone
 - f. Loss of power
 - g. Supporting documentation



RACI Chart

| | Create/Develop a Quality Business Continuity Plan (BCP) | | | | | | | |
|---|---|-----|-----------------|---------------|-----------------------------|------------|---------------------|---------------------|
| | BCM Office | BIA | Risk Assessment | BC Strategies | Dependencies Identification | Train Team | Review & Update BCP | Test (Exercise) BCP |
| Unit Leader | I | A | A | A | A | A | A | A |
| Unit Business Continuity Representative (BCR) | R | R | R | R | AR | AR | AR | AR |
| Business Continuity Management Office | A | C | C | C | C | C | C | C |
| BCM Steering Committee | C | I | I | C | C | C | C | C |

| RACI Chart | |
|-------------------------|--|
| R Responsible | This team member does the work to complete the task. Every task needs at least one Responsible party, but it's okay to assign more |
| A Accountable | This person delegates work and is the last one to review the task or deliverable before it's deemed complete. |
| C Consulted | Every deliverable is strengthened by review and consultation from more than one team member. Consulted parties are typically the people who provide input based on either how it will impact their future project work or their domain of expertise on the deliverable itself. |
| I Informed | These team members simply need to be kept in the loop on project progress, rather than roped into the details of every deliverable |



THANK YOU!



If questions, email
BCM@osu.edu



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