

Business Continuity Project

Project Summary: Develop Business Continuity Plans for all critical functional areas of the corporation.

Project Requirements: Individual and Corporate plans that allow for efficient protection and resumption of critical functional areas in the event of a disaster. Plans will be uniform and:

- Identify critical functions, documents and records,
- Identify key personnel at the corporate and the division/program level
 - Team leaders, technical resources, phone numbers and backup personnel,
- Identify remote and alternate locations by address and phone numbers,
- Identify cross cutting support organizations, phone numbers, backup personnel, responsibilities,
- Identify critical records and backup requirements,
- Identify off-site storage requirements, terms and conditions,
- Define terms and conditions for disaster,
- Identify, define and assign roles and responsibilities of groups and individuals and methods to “invoke” individual plans,
- Identify critical materials, parts, equipment needed,
- Identify resources for obtaining critical materials, parts, equipment,
- Identify resources for critical services, vendor lists, contracts, phone numbers etc.
- Provide an inventory of critical software, vendors, phone numbers,
- Identify critical unique equipment,
- Provide basic guidelines and suggested actions for resumption,
- Provide critical documents,
 - Activities log, Expense log
- Provide critical contacts for notification and communication, internal and external,
- Identify key questions or activities to be considered during resumption operations.

Milestones:

- Establish steering committee-done 1999
- Select consultant-done 2000
- Identify critical functional areas-done 2000
- Collect and format basic data-done 2000
- Create Plans-done 2000-2003
- Test Plans-done 2004
- Update Plans-on-going
- Test and maintain plans-on-going

Specific Activities:

- Designate BC director (several)-done
- Involve top level management-done
 - Steering Committee-done, dissolved
 - **UMC-done, on-going**
 - **Board of Trustees-done, on-going**
- Define critical activities-done
 - One on one interviews with divisions/programs-done
 - Determine who needs plans-done
 - Perform Business Analysis-done, Marsh 1999
- Hire consultant to help develop plan-done
 - Presentations by D&T, Marsh,
 - RFP-done
 - Select contractor-done

- Determine format of plan-done
- Collect data for plans
 - Distribute data collection packages to “critical” functions-done,
 - Train functions on how to fill out data collection plans-done,
 - Critical functions complete data collections packages-done
 - Compile information from data collection packages-done
- Create uniform and consistent rough draft BC plans-done
- Critique, review, revise BC plans-done on-going
- Integrate individual plans- done but on-going
- Revise and distribute individual plans for second review-done
- **Critique, review and revise BC plans-done on-going**
- **Integrate individual plans with corporate plans-on-going**
- **Integrate cross-cutting groups-on-going**
- Test plans, table top-done
- Identify strengths and weakness’ in plans
- **Revise plans-**
- **Retest, physical tests-**
- **Revise-**
- **Maintain-**
- **Perform Post Mortems on events-**
- **Develop web site-**
- **Integrate top management into plans-**
- **Integrate division/program directors into plans-**
- **Revise plans to new NCAR organization-**
- **Integrate stand-by generator into plans-**
- **Improve evacuation procedures-**
- **Integrate other divisions/programs-ATD, COMET**
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Cross Cutting Group Business Continuity Agenda

- 1. Review Status of Business Continuity Project-20 minutes**
- 2. Determine type, format etc. of next test-30 minutes**
- 3. Determine role/function of cross cutting group-15 minutes**
- 4. Outstanding issues-5 minutes**