**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
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