

ISO 22301 BUSINESS CONTINUITY PLAN TEMPLATE

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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

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1. BUSINESS IMPACT ANALYSIS


Assess factors that could negatively impact your business to create a business impact analysis (BIA). Review the BIA with senior management and key stakeholders to ensure visibility.

2. RECOVERY STRATEGIES

Based on the BIAs completed in the previous step, document all recovery resources. Outline a recovery strategy based on the needs of the business and the BIA.

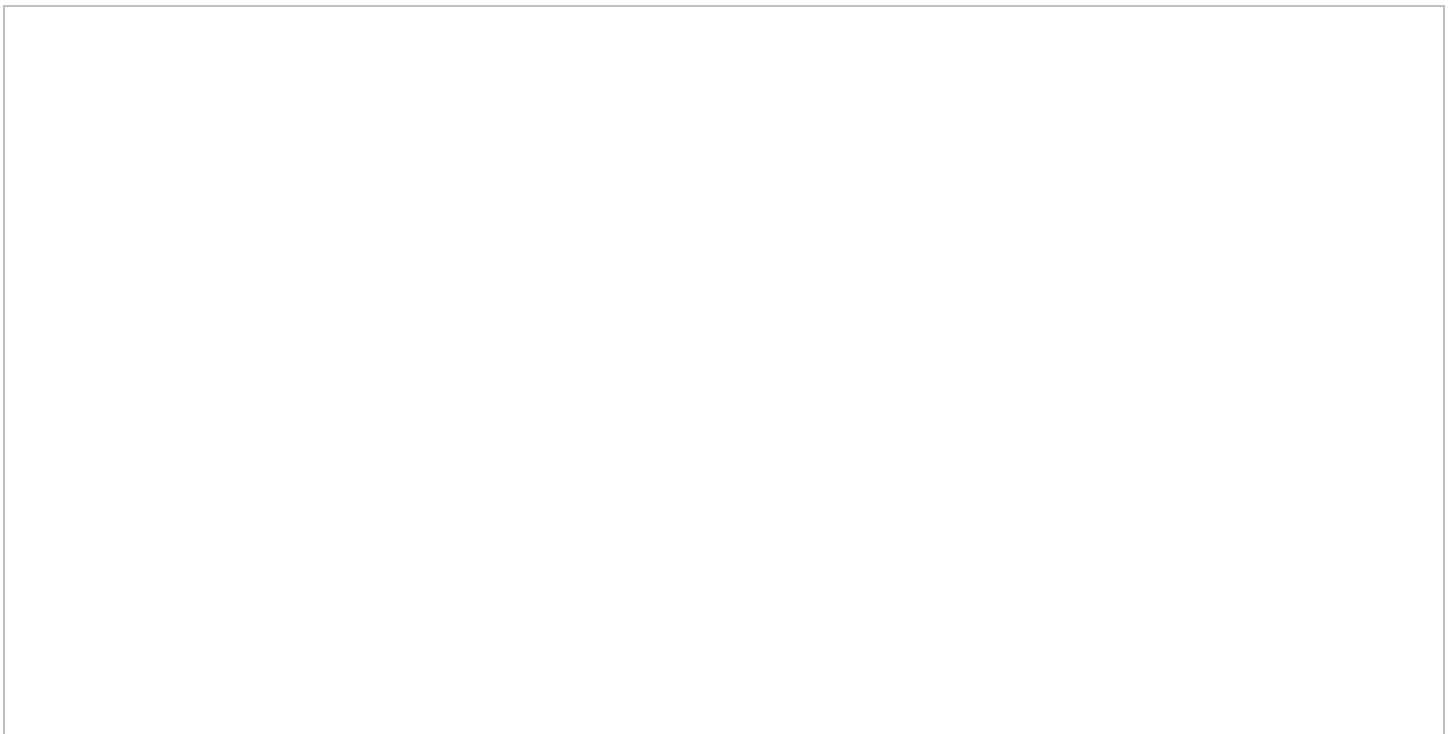
3. PLAN DEVELOPMENT

Establish planning and recovery teams. Create procedures to respond immediately after the incident and to recover full organizational functions. Include plans to relocate in the event of disruption or disaster. Ensure the final plan is communicated to the entire organization, and ensure top management champions the plan.

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4. KEY CONTACTS, BUSINESS RECOVERY TEAM, AND EXTERNAL KEY CONTACTS

List all internal and external key contacts and their information. List information for the business recovery team.

A large, empty rectangular box with a thin black border, intended for the user to list key contacts and business recovery team information.

5. CRITICAL ASSETS

List facility addresses, equipment serial numbers, and other important for all critical assets, including facilities, equipment, and supplies.

6. TESTING & EXERCISES

Create test and exercise plans to check that the business continuity plan works. Update the business continuity plan as needed based on the tests and exercises.

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