

# Business Continuity Plan Template

[Company Name]  
Acceptable Use Policy (AUP)

Revision X.X

Responsible: [Management name]

Document Owner: [owner]

[Template:

this is a example mockup of a real world Business Continuity Plan (BCP)

This is subject to modification so the BCPis adjusted to the requirements to the company and comply with requirements

TLP: **TLP:AMBER**

LINK DK : <https://www.cfcs.dk/da/handelser/traffic-light-protocol/>

LINK EN: <https://www.first.org/tlp/>

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## Document Control

- Version History: Detailed log of revisions, dates, and authors.
- Distribution Control: Record of who has received copies of the BCP.
- Approval & Review Record: Signatures of the approval authority and scheduled review dates.

## Introduction

- Purpose: Detailed objectives and goals of the BCP.
- Scope: Clear definition of the departments, functions, and locations covered.

- Assumptions: Specific assumptions underpinning the plan (e.g., availability of resources).

## Policy Statement

- Management Commitment: Explicit statement of support from senior management.
- Policy Framework: Description of the policy and how it integrates with other organizational policies.

## Roles and Responsibilities

- BCP Team Structure: Organizational chart and detailed roles of the BCP team.
- Individual Responsibilities: Specific responsibilities for each team member.
- Emergency Contacts: Detailed contact information for all key personnel.

## Risk Assessment

- Methodology: Specific methods used for risk identification and assessment.
- Risk Register: Comprehensive list of identified risks with impact and likelihood ratings.

## Business Impact Analysis (BIA)

- Analysis Methodology: Detailed process of conducting BIA.
- Critical Functions: In-depth identification and description of critical business functions.
- Recovery Prioritization: Prioritization of functions based on their criticality and RTOs.

## Strategy Development

- Recovery Strategy Options: Range of strategies for each critical function or resource.
- Cost-Benefit Analysis: Analysis of the costs and benefits of each recovery strategy.

## Plan Development

- Emergency Response Procedures: Detailed procedures for immediate response to various incident types.
- Communication Protocols: Detailed internal and external communication plans including templates for communication.
- Recovery Procedures: Step-by-step recovery actions for each critical function.

## IT Disaster Recovery Plan

- IT Infrastructure Overview: Detailed description of the IT infrastructure.
- Data Backup and Recovery Procedures: Specific procedures for data backup and restoration.
- Alternate IT Resources: Information on alternate IT resources and how they will be utilized.

## Employee Assistance and Support

- Support Programs: Detailed information on employee support programs during a crisis.
- Employee Communication Plan: Plan for how to communicate with employees post-incident.

## Training and Awareness

- Training Programs: Detailed schedule and content of BCP training programs.
- Awareness Campaigns: Specific campaigns and activities to maintain BCP awareness.

## Testing and Exercises

- Testing Schedule: Detailed calendar of various types of tests and exercises.
- Exercise Scenarios: Specific scenarios to be used during tests.
- Performance Evaluation: Metrics and methods for evaluating the performance of tests.

## Maintenance and Review

- Maintenance Schedule: Schedule for regular maintenance of the BCP.
- Review Process: Detailed process for reviewing and updating the BCP.
- Can be added to a yearly review for the BCP

## Appendices

- Supporting Documents: Any relevant documents, like maps, floor plans, and critical asset lists.
- Emergency Kit Contents: Detailed list of contents for emergency kits.
- Vendor Contact List: List of key vendors and their contact information.

## Activation and Deactivation Criteria

- Activation Guidelines: Clear criteria for when the BCP should be activated.
- Deactivation Process: Step-by-step process for deactivating the plan.

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