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| Part 1 – Plan Resource A Business Continuity Management SystemInsert your trusts logo and amend as necessary |
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1) Scope

* What/who is in scope of your business continuity management system.
* Level of acceptable risk, limitations, and exclusions. This should be linked to the Board risk appetite.
* Review Statutory, Regulatory, and contractual duties
* Interest of stakeholders
* Identify key products and services within scope of the Business Continuity Management System.

# 2) Objectives

* List the objectives and obligations for the organisations business continuity management system.

# 3) Purpose

* Determine the resources needed to provide the Business Continuity Management System (BCMS).
* List the roles and responsibilities for colleagues (including the Senior Responsible Officer, person(s) who are responsible for implementation of the BCMS.
* Identify competencies and authorities of individuals.
* Roles should be in relation to planning and system maintenance (response roles in Business Continuity Plan (BCP)

**3.1 Individual Role within the strategy**

* List the responsibilities, competencies, and authorities for each role within the BCMS

# 4) Risk Assessment

* Where and how will risks be documented (e.g. Risk Register).
* Identify what the acceptable level of risk is to the organisation. How these risks will be reviewed or monitored.
* May also include how risk mitigation/management strategies are created.

# 5) Business Impact Analysis

* Document how the Business Impact Analysis (BIA) will be conducted, including the method that will be used and the frequency of review.
* Confirm how the information from the BIA will be used to inform planning e.g. information from the BIA such as the Recovery Time Objective & Recovery Point Objective can be used to dovetail service Business Continuity Requirements into that delivered by IT.

# 6) Business Continuity Plans

* Plan system should be in place (levels at which plans exist etc)
* What the plan should contain and how often they should be updated, monitored, and reviewed.
* Ensure if ownership and tasks are assigned, they link back to roles and responsibilities.
* Also mention how BC plans will be version controlled, if different to normal (e.g. held on SharePoint etc)
* Retention of plans should also be included.
* Ensure location of where electric and hard copies of business continuity plans are clearly documented.

# 7) Training

* Detail how training needs will be assessed.
* Confirm the frequency of training and the records that will be kept.
* Identify how competency will be assessed following training.
* Confirm how training will be delivered e.g. online, classroom, mandatory and induction.
* Organisations may want to include a section on awareness if this is not going to be included in the communications section later.
* Confirm how training will be evaluated for continual improvement.

# 8) Exercising

* Detail how exercise needs will be assessed and the frequency of these exercises.
* Document how exercises will be evaluated and how exercise results will be reported, and learning/actions monitored.
* Confirm what and how records will be kept in relation to the exercise (participation lists, scenario, etc)

# 9) External Suppliers and Contractor

* Detail how plans for providers are requested and reviewed.
* Review plans as part of the supplier procurement process and not after award of contract.
* Define what is acceptable assurance from a provider.
* Include who or how you intend to carry out joint exercising with suppliers and contractors.
* Organisations using external suppliers and contractors should review BC plans as part of the procurement process, ahead of any contracts being signed.

# 10) Governance & Audit

**10.1 Governance**

* Confirm how documents within the BCMS are approved, how documents are reviewed, updated and re-approved.
* Confirm how the board of your trust are assured with regards to the BCMS.
* How action plans will be monitored.
* Provide oversight and support of the business continuity programme, including provision of adequate resources and approval of budget.
* Ensure the business continuity programme aligns with the organisation’s objectives.

**10.2 Audit**

* Outline minimum standards for audit.
* Confirm how auditors will be selected and how the audits will be conducted.
* Identify whether your organisation would undertake an internal and external audit.
* Detail the frequency and the type of audit.
* Describe how audit results will be published (Audit Reports, Action Plans)

**10.3 Documentation Control**

* Include a section on document control to include version control procedures.
* Identify how changes will be documented and communicated.
* Confirm how records will be stored and maintained.
* Detail how external documentation will be controlled/marked.
* Confirm how historical documents will be identified and removed.

# 11) Communication

* Describe the methods to be used to communicate the BCMS to all staff.
* Confirm the frequency of communications and how communications will be assessed (assessment of awareness levels for example).
* What is your internal clearance process.

# 12) Review of BCMS

* Outline the maintenance and review arrangements, as well as identifying the different levels of review e.g. (Management Review/User Review).
* Detail how reviews will be conducted and by whom.
* Identify the frequency of the different reviews and how results will be reported and acted upon.
* Also confirm who will approve these actions.