

## Business Continuity planning (BCP)



**ACTAGIS Consulting services for the design and preparation of business continuity plans to protect your organisation against extended service disruption and loss of data that put your business at risk**

### *The challenge of continuity*

The IT infrastructure of your business is a critical resource now as indispensable as financial or human resources.

The occurrence, which you're never safe from, of a massive disruption of your information systems will certainly generate losses of means of production, or worse, loss of data with nightmarish consequences: failure to respond to requests of your customers, delays in orders, delivery times not respected, termination of contracts, loss of confidence or even liabilities, disappointed and angry shareholders, and loss of reputation often impossible to restore.

This kind of event does not happen only to others. In circles of specialists, we often say: "There are two types of organizations: those who have suffered a major disaster and those who will."

*The statistics from the Business Continuity Institute report that, **out of 100 organizations that were hit by a disaster, 45 will not recover and 30 will disappear within the next 2 years.***

Let us be realistic: a business continuity plan will not eliminate the risk of disaster for your company, but you will have made every possible effort to reduce the probability of occurrence and impact on your business.

And even if you are aware that you need to protect your organization against the myriad of threats to your business - from the crash of the "wrong" server to the fire not to mention the massive loss of telecommunications or half of your staff missing due to a flu pandemic - you are probably not able to provide the necessary resources to take care about this issue or may not know how to deal with a problem of such complexity.

### *ACTAGIS Consulting services for Business Continuity*

ACTAGIS consultants can relieve you both of the complexity and the availability issues.

Carrying extensive experience acquired through countless projects in this area, in industrial groups as well as within government or financial institutions, our consultants possess strong theoretical and practical skills supported by the corresponding certifications (Members of the Business Continuity Institute). They have mastered the process of preparing business continuity plans addressing the multiple aspects related to business processes, related logistics and IT resources as well as crisis management.

Indeed, business continuity and disaster recovery are processes that transcend the purely technological issues.



*"Business Continuity Management (BCM) is a **holistic process** that identifies potential threats to an organization and the impacts to business operations that those threats, if realized, might cause. It provides a **framework** for building **organizational resilience** with the capability for an effective response that safeguards the interests of key stakeholders, reputation, brand and value-creating activities."*

Good Practices Guidelines

The Business Continuity Institute

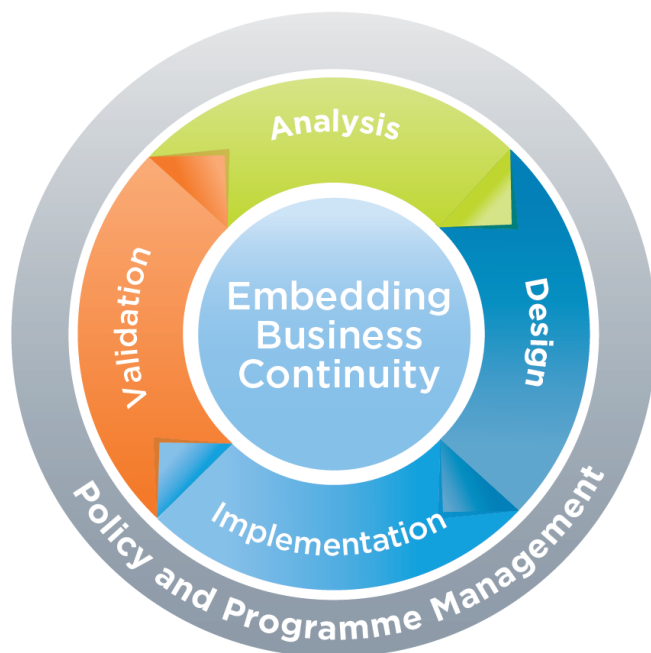
## Why ACTAGIS ?

ACTAGIS' consultants have extensive expertise and experience in order to manage business continuity programs. ACTAGIS' consultants are experts and specialists in disaster prevention, crisis management, risk analysis, business impact analysis, and organization business continuity preparedness and for putting together and testing business continuity plans.

ACTAGIS also provides a complete continuity management model that its customers can benefit to reduce the complexity and duration of such projects, which will fit all sizes and types of organizations.

## BCM Lifecycle

Business continuity management lifecycle, as shown in the figure below, has, in his heart, the foundations of the continuity policy and program management. This is followed by four key steps that focus on the implementation and maintenance: understanding the organization, determining business continuity management strategy, developing and implementing a business continuity management response, and finally exercising, maintaining and reviewing. The last crucial step to make it all feasible, is the need for embedding the business continuity management in the organization's culture



## BCM Policy and Programme Management

The BCM Policy is the key document that sets out the scope and governance of the BCM programme, and reflects the reasons why BCM is being implemented. It provides the context in which the required capabilities will be implemented, and identifies the principles to which the organization aspires and against which its performance can be audited.

## Understanding the organization

This is the professional practice within the BCM Lifecycle that reviews an organization in terms of what its objectives are, how it works functionally and the constraints of the environment in which it operates. The information collected makes it possible to determine how best to prepare an organization to be able to manage disruptions which might otherwise seriously or fatally damage it.

Determining Business Continuity Strategy

This is the professional practice within the BCM Lifecycle that determines which BCM strategies will meet the BCM Policy and organizational requirements and selects tactical responses from available options.

## Developing and implementing a BCM response

“Developing and Implementing a BCM Response” is the professional practice within the BCM Lifecycle that implements agreed strategies through the process of developing a set of Business Continuity Plans.

The aim of the various plan (s) covered in this stage is to identify, as far as possible, the actions and the resources which are needed to enable the organization to manage an interruption whatever its cause, back to a position where normal business processes can resume.

## Exercising, maintaining and reviewing

Most organizations exist in a dynamic environment and are subject to changes in people, processes, market, risk, environment, and geography and business strategy. To ensure that their BCM capability continues to reflect the nature, scale and complexity of the organization it supports, it must be current, accurate, complete, exercised and understood by all stakeholders and participants.

## Embedding BCM in the organization's culture

The successful establishment of BCM within the organization's culture is dependent upon its integration with the organization's strategic and day-to-day management as well as its alignment with business priorities.

## About ACTAGIS

Active since over 25 years in the areas of IT governance and security, ACTAGIS's trainers and consultants offer their services to businesses to help them create value while reducing risk.

During their professional life, the ACTAGIS's consultants have held senior management positions within large companies or IT departments. They are graduated engineers of the Swiss Institute of Technologies of Lausanne in Switzerland and own a MBA. They have the following certifications: CISSP, CISA, CGEIT, CRISC, ISO 27001, ISO 20000, ISO 27005 RM, CBCI and SABSA SCF.

ACTAGIS Sàrl, which is vendor-independent, is active in international and government organizations and large Swiss companies, offering services and high-level expertise in the areas of value creation, risk reduction and audit.