

Business Continuation

Process

Overview



Northwest information Services
One Lincoln Center, Suite 280
Portland, Oregon 97223
800.829.8706
www.nispdx.com

Business Continuation Planning Process

Process:

Northwest Information Services (NIS) has adopted the process developed by the Information Technology Laboratory (ITL) at the National Institute of Standards and Technology (NIST).

The following steps are outlined by the NIST and used in developing, testing and maintaining the integrity of Business Continuation Plans prepared by Northwest Information Services.

1. Develop the contingency planning policy statement
2. Conduct the business impact analysis (BIA)
3. Identify preventive controls
4. Develop recovery strategies
5. Develop an IT contingency plan
6. Plan testing, training, and exercises
7. Plan maintenance

Overview:

Information technology systems are vulnerable to a variety of disruptions, ranging from mild (e.g., short-term power outage, disk drive failure) to severe (e.g., flood, accidental or malicious equipment destruction, fire, etc.) from a variety of sources from natural disasters to terrorists actions. While exposure may be minimized or partially eliminated through technical, management, or operational solutions as part of the clients on-going management efforts, it is virtually impossible to remove all risks completely. In many cases, critical resources may reside outside the organization's control (such as electric power or telecommunications), and the organization may be unable to ensure their availability.

These are specific steps taken in plan development:

1. Determine Specific Business Continuation Initiatives
2. Equip the Organization with the required resources
3. Analyze the software environment
4. Modify the application software
5. Create software crash Kits
6. Implement a quality assurance process
7. Address risks and threats
8. Business Continuation drills and exercises

This document is meant to provide a summary overview of the process NIS uses to produce a Business Continuation Plan. Details steps including specific agendas, plan table of contents and project specifics are developed on an individual basis and tailored to each specific client.