

## **SUBJECT AREA 8: MAINTAINING AND EXERCISING BUSINESS CONTINUITY PLANS (BCP)**

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Pre-plan and coordinate plan exercises, and evaluate and document plan exercise results. Develop processes to maintain the currency of continuity capabilities and the BCP document in accordance with the organization's strategic direction. Verify that the BCP will prove effective by comparison with a suitable standard, and report results in a clear and concise manner.

### ***A. The Professional's Role is to:***

1. Pre-plan and Coordinate the Exercises
2. Facilitate the Exercises
3. Evaluate and Document the Exercise Results
4. Update the Plan
5. Report Results/Evaluation to Management
6. Coordinate Ongoing Plan Maintenance
7. Assist in Establishing Audit Program for the Business Continuity Plan

### ***B. The Professional Should Demonstrate a Working Knowledge in the Following Areas:***

1. Establish an Exercise Program
2. Determine Exercise Requirements
3. Develop Realistic Scenarios
4. Establish Exercise Evaluation Criteria and Document Findings
5. Create an Exercise Schedule
6. Prepare Exercise Control Plan and Reports
7. Facilitate Exercises
8. Post-Exercise Reporting
9. Feedback and Monitor Actions Resulting from Exercise

10. Define Plan Maintenance Scheme and Schedule
11. Formulate Change Control Procedures
12. Establish Status Reporting Procedures
13. Audit Objectives