SUBJECT AREA 1: PROJECT INITIATION AND MANAGEMENT

Establish the need for a Business Continuity Planning (BCP) Process, including obtaining management support, and organizing and managing the project to initiate the process to completion within agreed upon time and budget limits.

A. The Professional's Role is to:

1. Lead Sponsors in Defining Objectives, Policies, and Critical Success Factors

2. Coordinate and Organize/Manage the BCP Project and Overall BCP Process using a steering committee and project task force

3. Oversee the BCP Process Through Effective Control Methods and Change Management

4. Present (Sell) the Process to Management and Staff

5. Develop Project Plan and Budget to initiate the process

6. Define and Recommend Process Structure and Management

7. Manage the Project to Develop and Implement the BCP Process

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

1. Establish the Need for Business Continuity

2. Communicate the Need for a Business Continuity Plan

3. Involve Executive Management in the BCP Process

4. Establish a Planning/Steering Committee: Roles and Responsibilities, Types of Organization, Control and Development, and Membership

5. Develop Budget Requirements

6. Identify Planning Team(s) and Responsibilities

7. Develop and Coordinate Project Action Plans to Develop and Implement the BCP Process

8. Develop the Ongoing Management and Documentation Requirements for the BCP Process

9. Report to Senior Management and Obtain Senior Management Approval/Commitment