

## **A GUIDE TO BUSINESS CONTINUITY PLANNING**

Introduction by Philip Jan Rothstein

The Structure of the Book

Phases

Project Foundation

Initial Assessment

BCP Evaluation Questionnaire

Pre-Engagement Questionnaire

Work Plan

The Proposal

Kick-off Meeting

Policy Statement

Data Requests

Business Assessment

Risk Assessment

Business Impact Analysis (BIA)

Conclusions

Strategy Selection

Computer Center Recovery

Other Component Recovery

Communications Recovery

Facilities Recovery

Insurance

Staff Recovery

Vendor Selection

Customer Relations

Plan Strategies

Plan Development

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Teams

Documentation Rules

Testing and Maintenance

Testing

Maintenance

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