

One of The Institute's **worksheets** series, to help you improve your leadership skills and capability, making you a better leader

This worksheet, based on the Spotlight 'Business Continuity Management,' will help you focus on the components of Business Continuity Management (BCM) and the development of BCM strategies.

You should take approximately **two hours** to complete this worksheet and read the accompanying Spotlight

## Why Business Continuity Management (BCM)?

Use the words below to provide your own definition of Business Continuity Management:



Consider the following statement:

**"Most people aren't reluctant to create a business continuity plan – they just aren't aware of why they need one or what they are."\***

Use the spaces below to explain what you understand by 'business continuity plan' and why your organisation needs one:





### Business Impact Analysis (BIA)

A Business Impact Analysis is a crucial element in Business Continuity Planning that identifies the potential consequences or impact on the organisation should critical functions and processes be suspended over a period of time.

Reflecting on your organisation, use the table below to:

- A) Identify three functions or processes that are critical or time-sensitive
- B) Explain the potential impact on the organisation should they be suspended over a period of time (you may wish to consider interdependencies with other parts of the organisation)
- C) Estimate the resources required to recover from any downtime

	Critical Function or Process	Potential Impact	Resources Required to Recover
A			
B			
C			

### BCM Strategies

This element of BCM details the response and recovery strategies to be used to maintain delivery of the organisation's critical functions or processes. These strategies would need to be agreed by Senior Managers and formally documented.

Reflecting on your response to the previous task, describe a continuity strategy to ensure maintained delivery for each of the three critical functions or processes:

Continuity Strategy		
A	B	C

How would you validate the efficacy of the BCM strategies?

**Review** Write a tweet to explain why BCM should be embedded in an organisation's culture: