Business Continuity Plan of Information Systems

I. Definitions

II. Consequences Concerning the Acceptance of the Risks

III. On the Components of the Information Systems Business Continuity Plan

IV. The IS BCP of the Individual Systems

I. Definitions
1. Business Continuity Planning / Disaster Recovery Plan

The purpose of business continuity planning is to enable a business to continue operations should any kind of disturbance arise.

Rigorous planning and commitment of resources is necessary to adequately plan for such an event. Business continuity planning is primarily the responsibility of senior management as they are entrusted with the safeguarding of both the assets and the viability of the company.
1. Business Continuity Planning / Disaster Recovery Plan

The business continuity planning is to take into consideration:
• those key operations that are utmost necessary to the survival and later to the market success of the organizations
• the human / material resources supporting them.

1. Business Continuity Planning / Disaster Recovery Plan

The business continuity plan includes:
• the disaster recovery plan that is generally the plan to be followed by the business units to recover a harmed / demolished facility or business functionality, or an operational facility and
• the operations plan that is to be followed by the business units to "get by" while recovery is taking place.
## 1. Business Continuity Planning / Disaster Recovery Plan

The second part, the operations part of the business continuity plan should address all functions and assets required to continue as a viable organization and to keep acquiring market success. The extent of provision for reserve facilities depends on the cost / effectivity considerations of the top management.

## 2. Information Systems Business Continuity Planning / Information Systems Disaster Recovery Plan

Everything is the same as in the case of the Business Continuity Planning / Disaster Recovery Plan with the exception that the continuity of the information systems processing is threatened. Information systems processing is one operations of many that keep the organization not only alive but also successful thus it is of strategic importance.
2. Information Systems Business Continuity Planning / Information Systems Disaster Recovery Plan

Thus the event to be controlled is such a disruption and the objective of the control measure is to survive an interruption of the information systems processing.

2. Information Systems Business Continuity Planning / Information Systems Disaster Recovery Plan

Throughout the planning process of business continuity the overall plan of the organization should be taken into consideration. All IS plans must be consistent with and support the corporate business continuity plan.
2. Information Systems Business Continuity Planning / Information Systems Disaster Recovery Plan

This means that especially those information processing systems must have the more elaborated and ready-to-start reserve processing facilities that support key operations.

II. Consequences Concerning the Acceptance of the Risks
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The alternatives of the elimination of the risks are determined by the resources that the management wants to spend on the "safety".

II. Consequences Concerning the Acceptance of the Risks

The management classifies according to business importance the

- assets
- processes
- data

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II. Consequences Concerning the Acceptance of the Risks

and the data processing systems importance is equal to the importance of the element they support.

III. On the Components of the Information Systems Business Continuity Plan

- considerations only!
### III. On the Components of the Information Systems Business Continuity Plan

Business Impact Analysis (BIA)
Developing Recovery Methods, Strategies and Alternatives

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#### III. On the Components of the Information Systems Business Continuity Plan

**Infrastructure**
- Hot, Warm or Cold Site
- Alternative Hardware
- Backup of Required Supplies
- Telecommunication Networks

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### III. On the Components of the Information Systems Business Continuity Plan

- Servers, Storage
- Offsite Libraries and Library Controls
- Security and Control of Offsite Facilities
- Media and Documentation Backup
- etc.

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### Important Components of the IS BCP

- Detailed Plan
- Organization and Assignment of Responsibilities
- Emergency Response Team
- Key Decision-making Personnel
- Insurance

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III. On the Components of the Information Systems Business Continuity Plan

- Recovery/Continuity Plan Testing - plan and actual tests
- Documentation of Results
- Results Analysis
- Recovery/Continuity Plan Maintenance
- Periodic Backup Procedures
- Record Keeping for Offsite Storage

IV. The IS BCP of the Individual Systems
The most important part of the business continuity plan consists of those of the individual systems. A proposed table of contents for the systems’ business continuity plan could be:

- The description of the system
- The members of the emergency team
- The key users
- The place of the systems documentation
- The databases
- The archives
IV. The IS BCP of the Individual Systems

- The typical operations fallbacks
- Manual / alternative operations
- Software & hardware environment requirements
- Communications requirements
- Recovery to normal state