

Business continuity plan

Executive summary

Purpose:	Scope:

Key objectives:

Critical business functions

Function name:	Importance:

Description:

Dependencies:

Risk assessment

Risk category:	Description of risk:
Probability of occurrence:	Impact on operations:
Mitigation measures:	

Business impact analysis

Function name:	Potential impacts:	
Recovery time objective (RTO):	Maximum tolerable downtime (MTD):	Exposure timeline:

Recovery strategies

Recovery procedures:

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Backup resources:

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Personnel responsible:

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Communication plan:

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Plan activation and response

Criteria for activation:

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Roles and responsibilities:

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Initial actions:

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Testing and maintenance

Frequency of testing:	Types of tests:
Update process:	

Training and awareness

Training frequency:	Delivery methods:
Topics covered:	

Documentation and record keeping

Plan versions:	Storage location:
Record of changes:	

Contacts

Name:	Role:

Contact information:

Alternate contacts: