

BUSINESS CONTINUITY PLAN

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Business Continuity Plan (BCP) is a mechanism for protecting against and recovering from a potential risks to a business. This is needed to ensures all the personnel and assets are protected and still function very well even in the disaster. BCP is important in organizations as it a part of organization's risk management strategy. Risk can come in many ways including a natural disasters like, fire, flood or weather.



HOW TO CREATE BUSINESS CONTINUITY PLAN?

There are 4 steps that company can follow to develop a BCP which are :

- 1. Business Impact Analysis** - the company will list time-sensitive tasks and resources
- 2. Recovery** - the business must identify and put into action strategies to recover crucial business functions
- 3. Organization** - create a continuity team and they will create a strategy to manage the disruption
- 4. Training** - continuity team need to go through testing and training.