

Business Impact Analysis – Understanding what is required for BS 25999:2

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Straw Poll

- Hands up if you are seeking to align your BCM arrangements to BS 25999
- Hands up if you are planning to become certified to BS 25999
- Hands up if you have already achieved certification to BS 25999
- What are the drivers for your company to consider working with BS 25999?



Introduction

- 12 years experience in Management Systems
- In 2007 established BSI Business Continuity scheme for certifying companies to BS 25999
- Taken part in > 20 BS 25999 audits (at BSI)
- CBCI and AMBCI
- BCM/1 Committee Member



What to expect

- This presentation **WILL** provide insight into what BS 25999 Part 2 expects you to do to be compliant (and to keep the auditors happy)
- It will give you some tips on what to do and what to avoid
- This presentation **WILL NOT** tell you how to conduct a BIA for business continuity management purposes



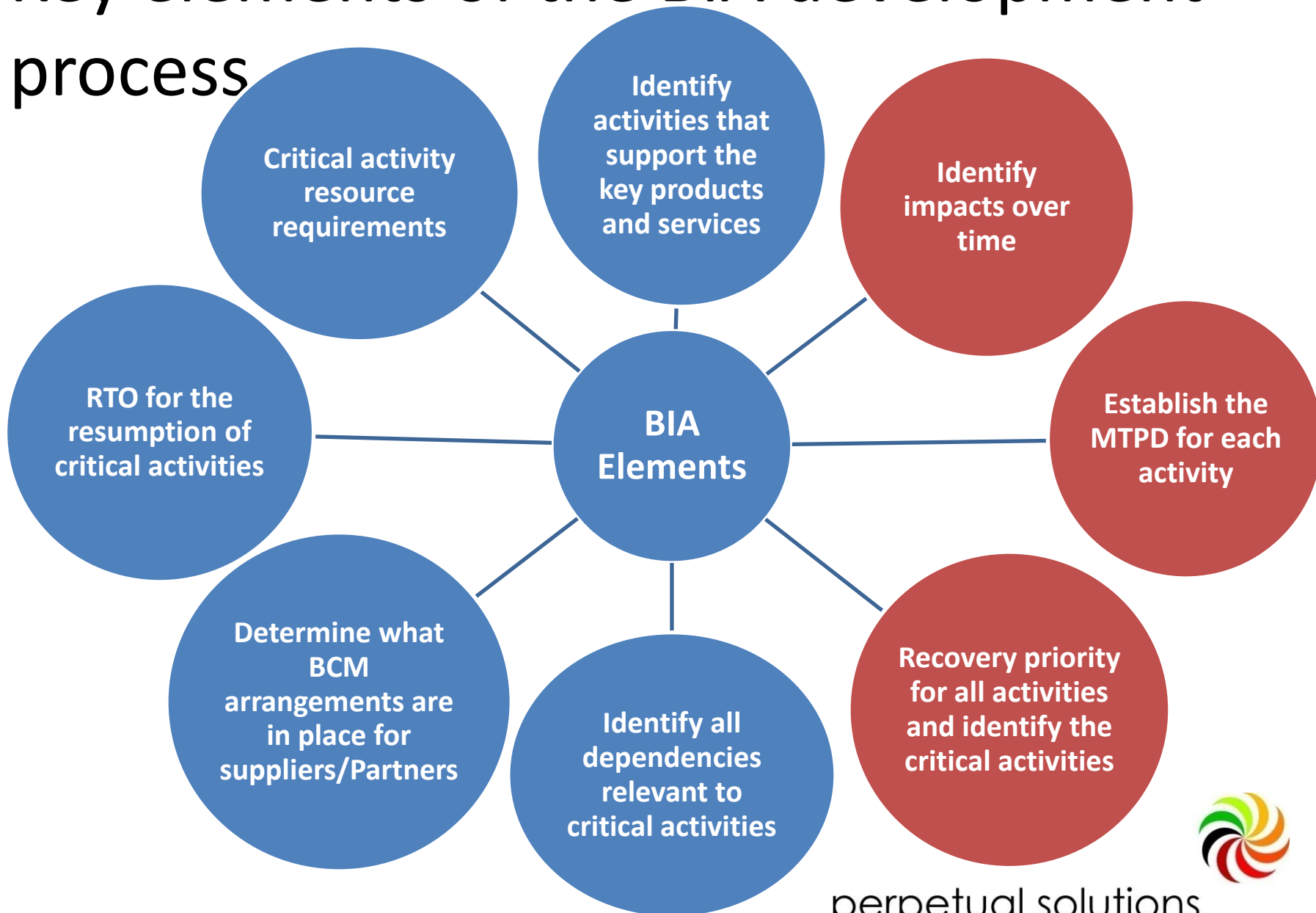


The BIA process

- Different ways (ie **methodologies**) to conduct a BIA. Questionnaires, workshops, 1 to 1's.
- Choose wisely – what suits your business?
- The broader the involvement the better
- Ensure Top Management support (that means manpower and time!) to get best results
- The more time spent on the BIA the better



Key elements of the BIA development process



BIA elements

- Ensure that BCMS **scope** includes the same key products and services as the BIA does
- Consider **ALL** activities that are performed to support its key products and services (not just critical ones). This will support the prioritisation process later

Audit Aware

Auditors will expect to see a clear focus on the products and services that have been selected



BIA elements cont..

- Identify the **impact** to these activities if disrupted and **how these would vary over time**

Audit aware

Be able to discuss what the business considers to be the biggest impacts and why

Be able to discuss what timeframes were selected and why. (eg. Peak work periods).

What is the link back to business priorities?



BIA elements cont..

- Establish the Maximum Tolerable Period of Disruption (MTPD) for **each activity**
- Prioritise activities for recovery and identify the **critical activities**
- **Remember that activities not considered critical now may become so during a disruption**



BIA elements cont..

- Identify all dependencies on critical activities including **suppliers** and **outsource partners**
- Determine BCM arrangements for the suppliers/outsources partners on whom critical activities depend

Audit Aware

- This goes beyond asking if they have a BC Policy. Demonstrate a deeper understanding of their arrangements for the relevant products and services that they provide to you

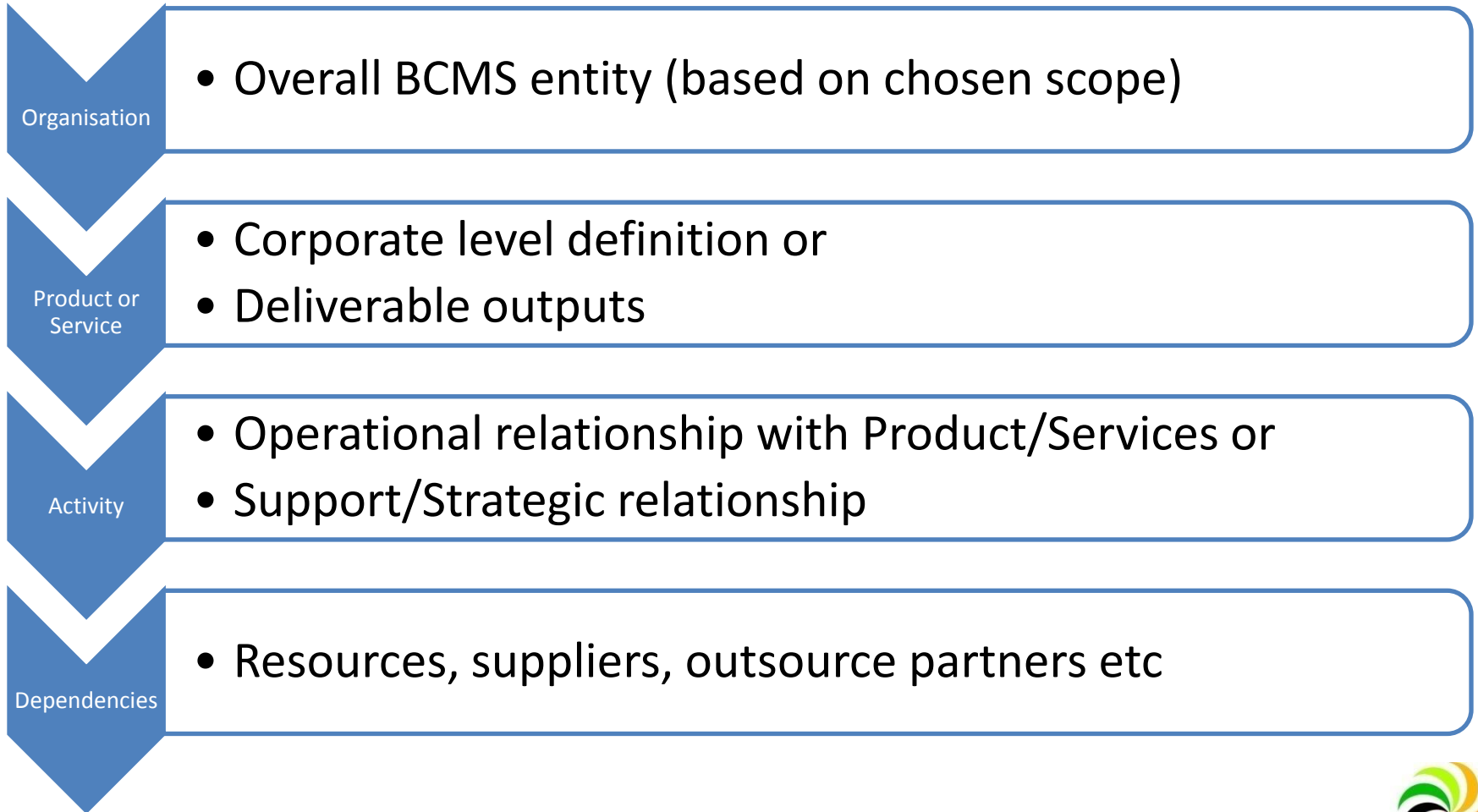


Important terminology

- Maximum Tolerable Period of Disruption
“Duration after which an organisation’s viability will be irrevocably threatened if product and service delivery cannot be resumed” BS 25999:1
- Recovery Time Objective
“Target time set for resumption of product, service or activity delivery after an incident” BS 25999:1



Maximum Tolerable Period of Disruption



Recovery Time Objective

- Use the same approach as for MTPD (4 levels)
- Expand the application of RTO's to beyond critical activities to include product/service and dependencies



Clarification provided by BCM/1

- BCM/1 approved a clarification note in June 2009 to help BCM practitioners
- Published on Continuity Central website

<http://www.continuitycentral.com/feature0677.html>

- Article on MTPD by Jacque Rupert

<http://www.continuitycentral.com/feature0675.html>



Do's and don'ts for certification to BS 25999:2 (BIA only)

- **DO** make sure that Top Management are fully aware of BIA findings and are able to discuss them
- **DO** be able to justify the methodology & content of your BIA
- **DO** adhere to every clause requirement
- **DON'T** adopt a template mentality and copy someone else's BIA format for the sake of it
- **DON'T** over complicate the BIA so that it becomes a monster



Lessons learnt from certified organisations

- “Seek contributions from a wide range of staff”
- “Take sufficient time to get it right. If you do your BIA properly, writing plans becomes very easy”
- “Engage key customers and suppliers”
- “Make sure you have evidence that you have covered every element of the standard.”
- “the template in particular has evolved through multiple iterations based on user feedback.”



Thanks for listening

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