

BUSINESS CONTINUITY PLANNING FOR HIGHER EDUCATION INSTITUTIONS

Introduction

Anagram have combined forces with Integral Continuity Ltd to provide a structured offering to Higher Education Institutions to develop, enhance or test an organisation's Business Continuity Planning Programme. This approach is summarised in the diagram below.

We strongly advocate an approach to Business Continuity Planning which combines both a top down and bottom up component linked together by strong and active senior management sponsorship and buy-in from all key stakeholders.

Our offering is highly flexible and can be tailored to the maturity of the organisation's Business Continuity Planning activities. The main elements are summarised as follows:

Business Continuity Health Check

This is a short, focused assignment to review the current status of the organisation's Business Continuity Planning process and its existing plans and recovery strategies. A report is produced identifying any gaps or improvements in the plans or planning process, together with a phased action plan to address the identified issues

Based on the results of the Health Check, a tailored proposal is provided to cover some or all of the following activities appropriate to the organisation's requirements:

Phase 1 – Governance

Development and agreement of a Business Continuity Planning Policy; Establishment of a Business Continuity Steering Committee; Development or enhancement of a Crisis Management Plan structure and documentation; Development of a Business Continuity Testing Strategy

Phase 2 – Analysis and Strategy

Completion or updating of Business Impact Analyses and a Risk Identification Assessment to identify the critical business functions and potential risk events to be addressed by the Business Continuity Plans; Development and agreement of appropriate Recovery Strategies to address the risks and recover the critical functions within the agreed timeframes; Development of an IT Disaster Recovery Strategy and Plan to facilitate recovery of key systems and data to support the critical business processes.

Phase 3 – Planning and Implementation

Implementation of the agreed recovery strategies; Work with in-house IT to project manage the implementation of the IT Disaster Recovery Plan; Managing the development of Departmental Business Continuity plans to meet the agreed organisational recovery objectives; Finalisation of the Crisis Management Plan.

Phase 4 – Testing and Awareness

Managing and facilitating testing of all or part of the Business Continuity Plans to ensure they are workable and appropriate to meet the recovery objectives, using a combination of structured walkthroughs, scenario exercises and physical testing; Development and implementation of an awareness programme for staff, students and key third parties.

Our Credentials

The above framework is consistent with the Business Continuity Institute's Good Practice Guide and BS2599 Business Continuity Standard.

Whilst we structure our offering based on the above phases, tailored to the organisations requirements, we also focus on identifying 'Quick Wins' which can be implemented to provide short-term improvements in an organisation's ability to handle unexpected events.

We are typically engaged on the basis of incremental commissions for specific packages of work based on the above framework. This allows our clients to review progress and tailor their requirements rather than commit to the whole package of work up front.

Our consultants have over 15 years experience in both Business Continuity Planning and the management and implementation of change in a wide variety of industry and public sectors. CV's and references are available on request.

Contact

For further information please contact Dennis Preston or John Halfacre on 07703 538609 or 07919 054075 or by email at anagram@anagramonline.co.uk

Business Continuity Planning Overview

