

## BUSINESS CONTINUITY PROJECT PLAN

TASK	TASK NAME	START	FINISH	DURATION	ASSIGNED
<b>1</b>	<b>Initiate the BCM Project</b>				
2	Get management buy-in				
3	Identify the Plan Administrator				
4	Identify the Plan Creation Team				
5	Communicate the plan to others				
<b>6</b>	<b>Business Impact Assessment</b>				
7	Review current plans				
8	Establish an early warning system				
9	Audit the company's preparedness				
10	Conduct a threat assessment				
11	Conduct a vulnerability assessment				
12	Produce a cost-benefit analysis				
13	Identify critical business functions				
14	Write the BIA document				
<b>15</b>	<b>Business Continuity Plan</b>				
16	Position/educate plan contributors				
17	Develop continuity strategies				
18	Document continuity strategies				
19	Create a contact list				
20	Create prep. press releases				
21	Write the BCP document				
<b>22</b>	<b>Accountability &amp; Compliance</b>				
23	Assign responsibilities to individuals				
24	Establish Emergency Response Team				
25	Establish Reconstruction Team				
26	Write "team assignments" memo				
<b>27</b>	<b>Test the Plan</b>				
28	Checklist test				
29	Prepare non-bus. int. test scenario				
30	Non-business interruption test				
31	Prepare parallel test scenario				
32	Parallel test				
33	Prepare bus. interruption test scenario				
34	Business interruption test				
35	Project pass/need improv. Report				
36	Correct issues				
37	Test again				
38	Write BCM program "ready" report				
<b>39</b>	<b>Institute the BCM Program</b>				