

BUSINESS CONTINUITY PROJECT PLAN

TASK	TASK NAME	START	FINISH	DURATION	ASSIGNED
1	Initiate the BCM Project				
2	Get management buy-in				
3	Identify the Plan Administrator				
4	Identify the Plan Creation Team				
5	Communicate the plan to others				
6	Business Impact Assessment				
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				
15	Business Continuity Plan				
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				
22	Accountability & Compliance				
23	Assign responsibilities to individuals				
24	Establish Emergency Response Team				
25	Establish Reconstruction Team				
26	Write "team assignments" memo				
27	Test the Plan				
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				
39	Institute the BCM Program				