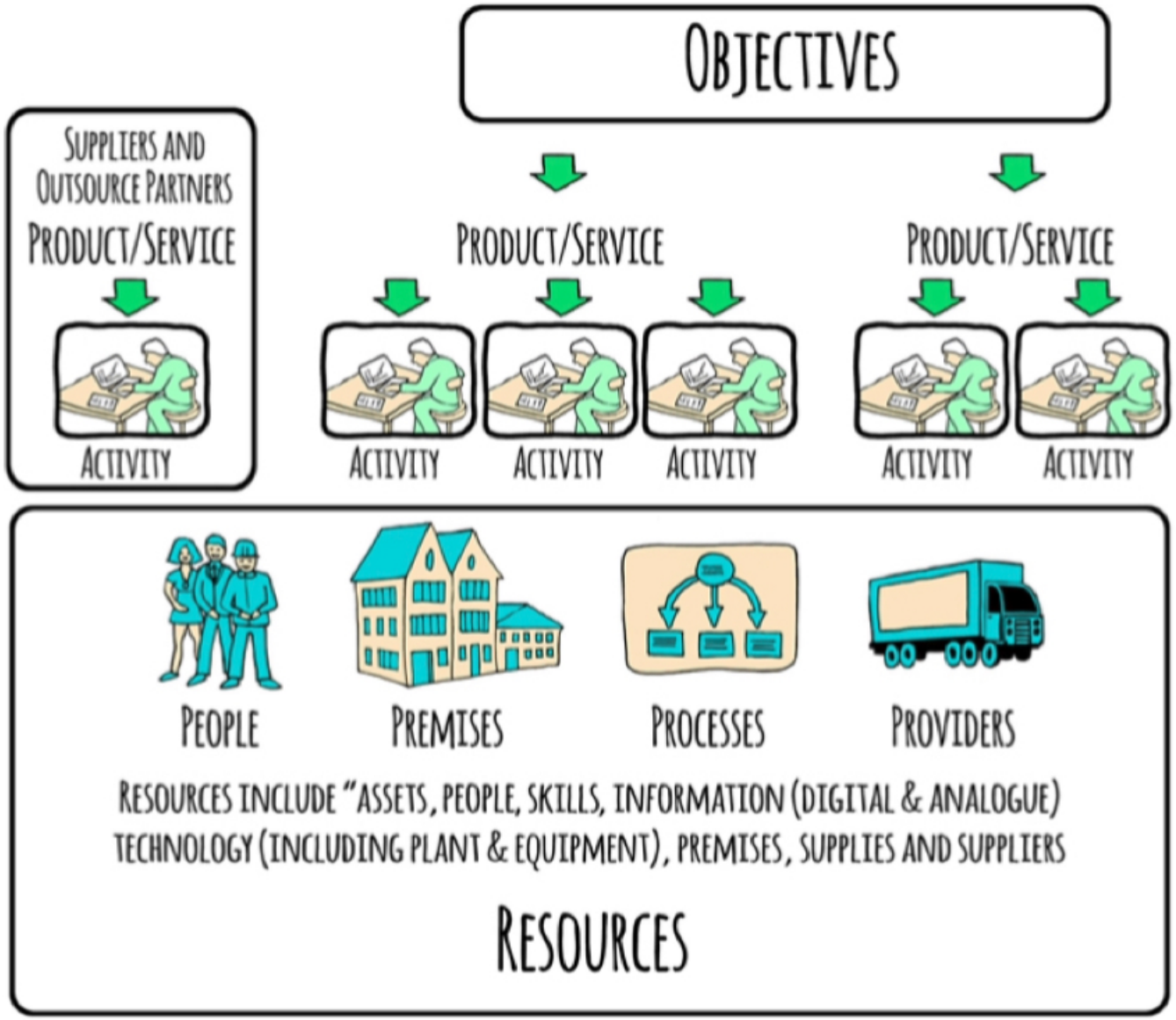
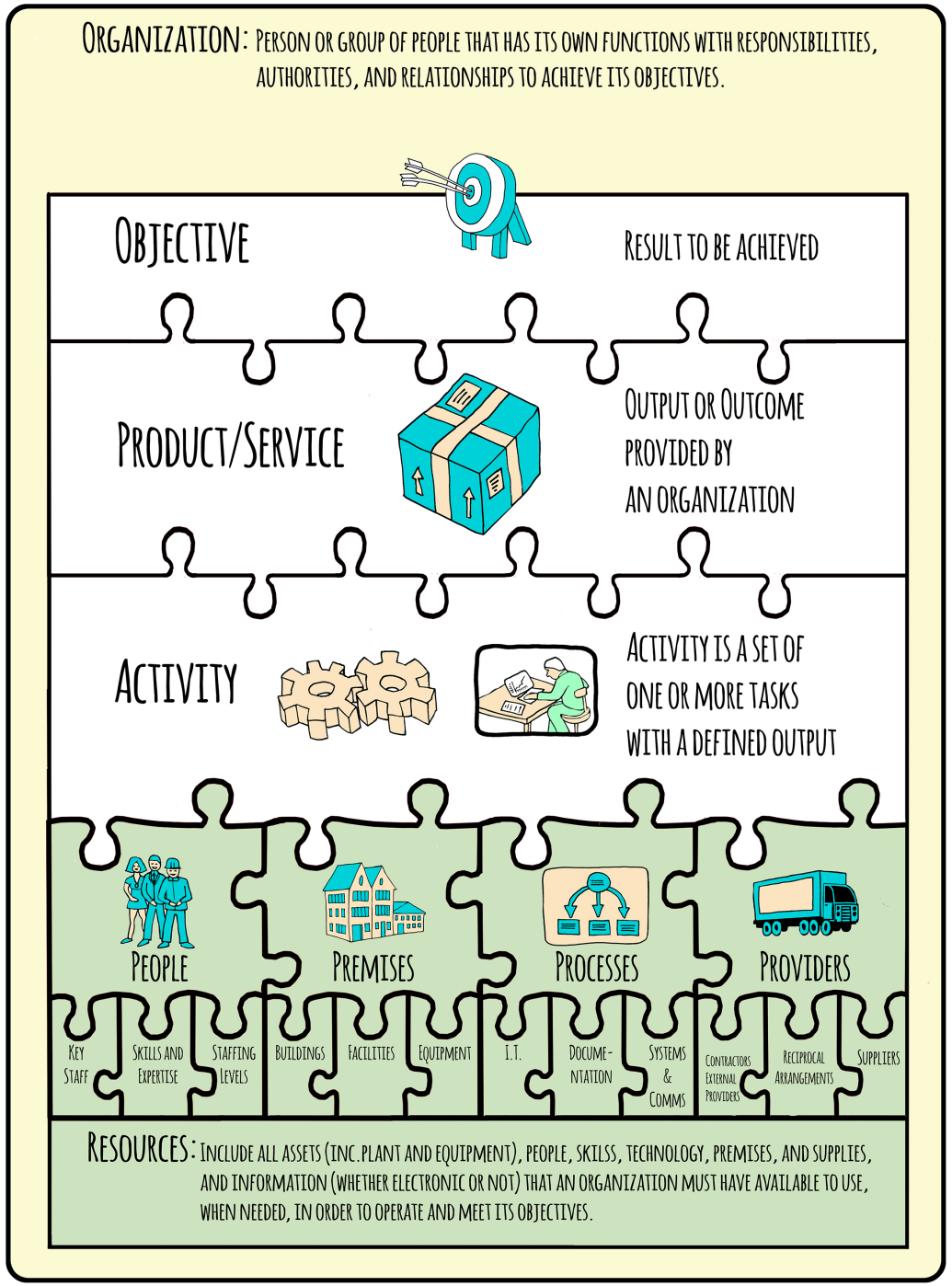
Business Continuity
- managing resources you rely on





Agile Business Continuity

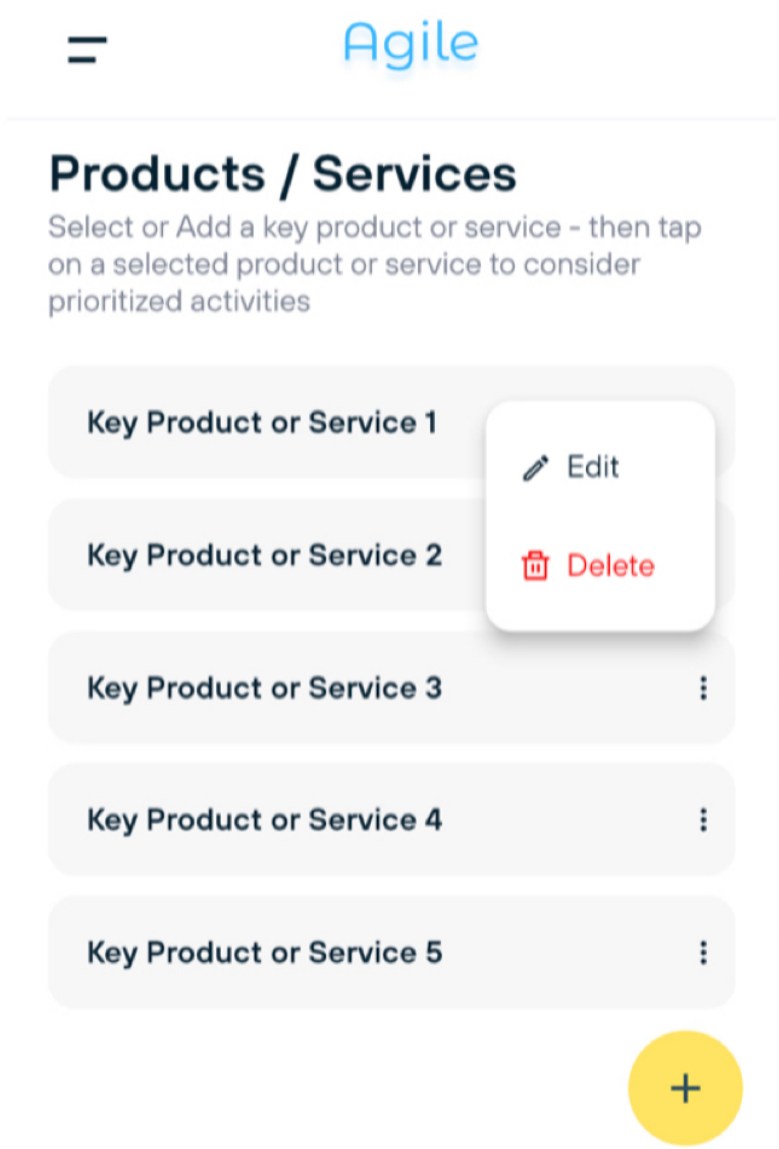
John Salter

Use the QR codes below to download the free Agile Business Continuity app

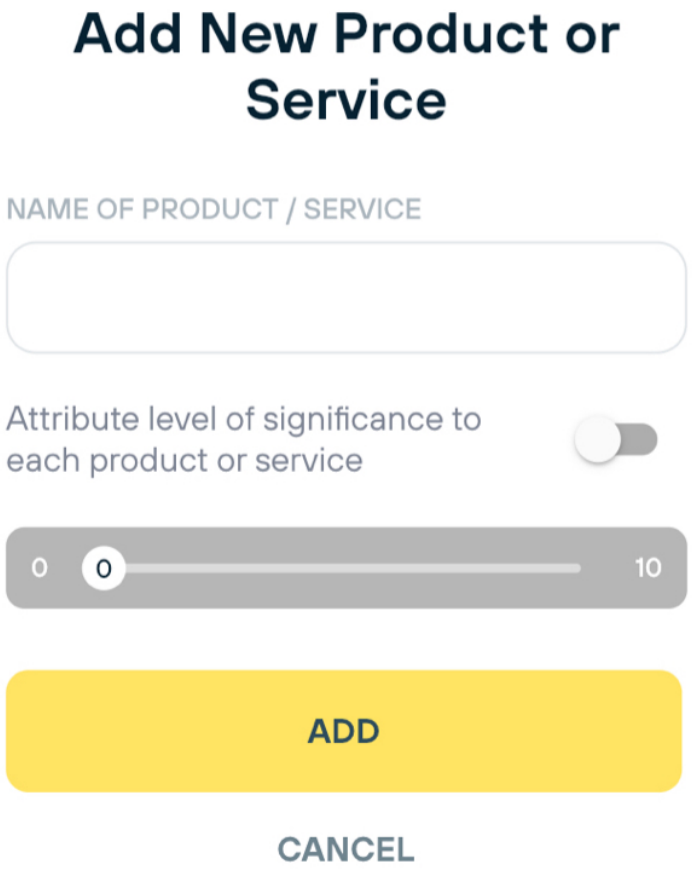
Available on the App Store

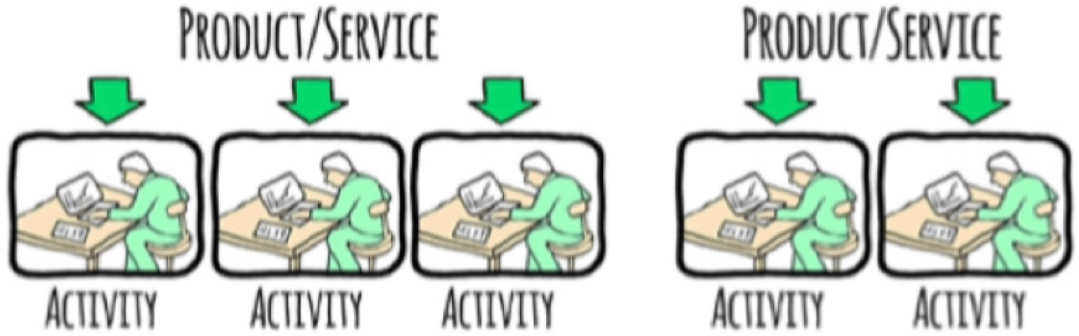
GET IT ON Google Play

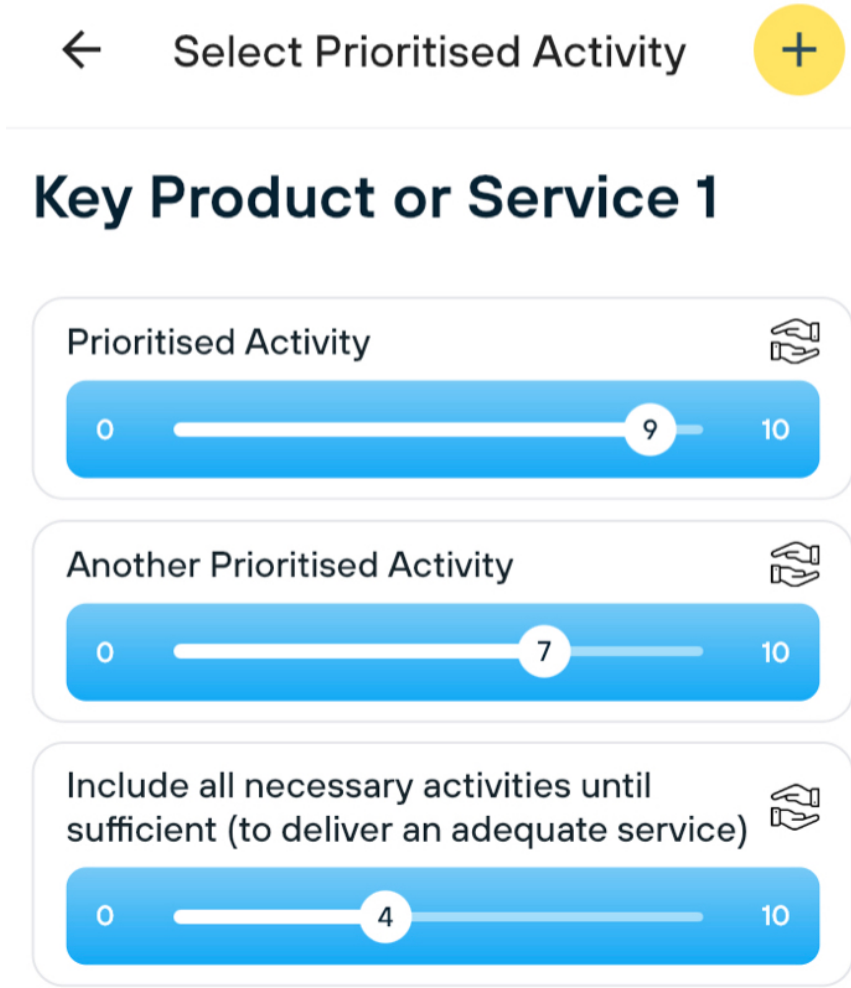
Start with key products and services you need to provide



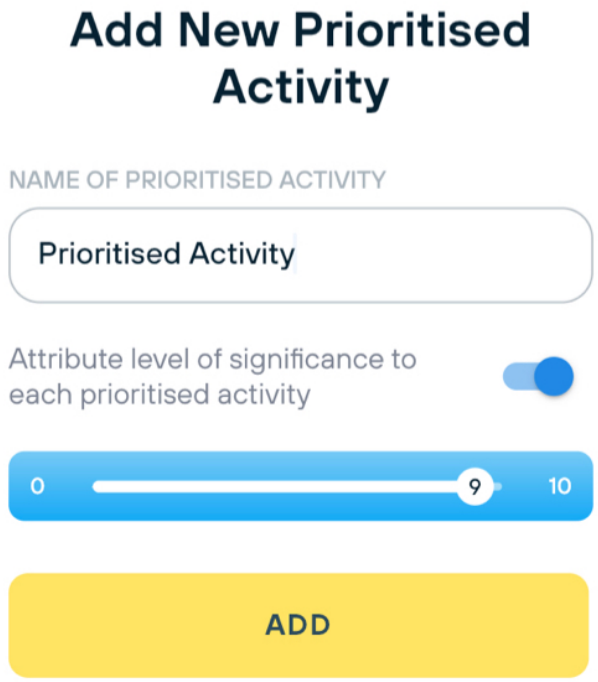
1. Your KEY PRODUCTS AND SERVICES (Text) – significant to your context.



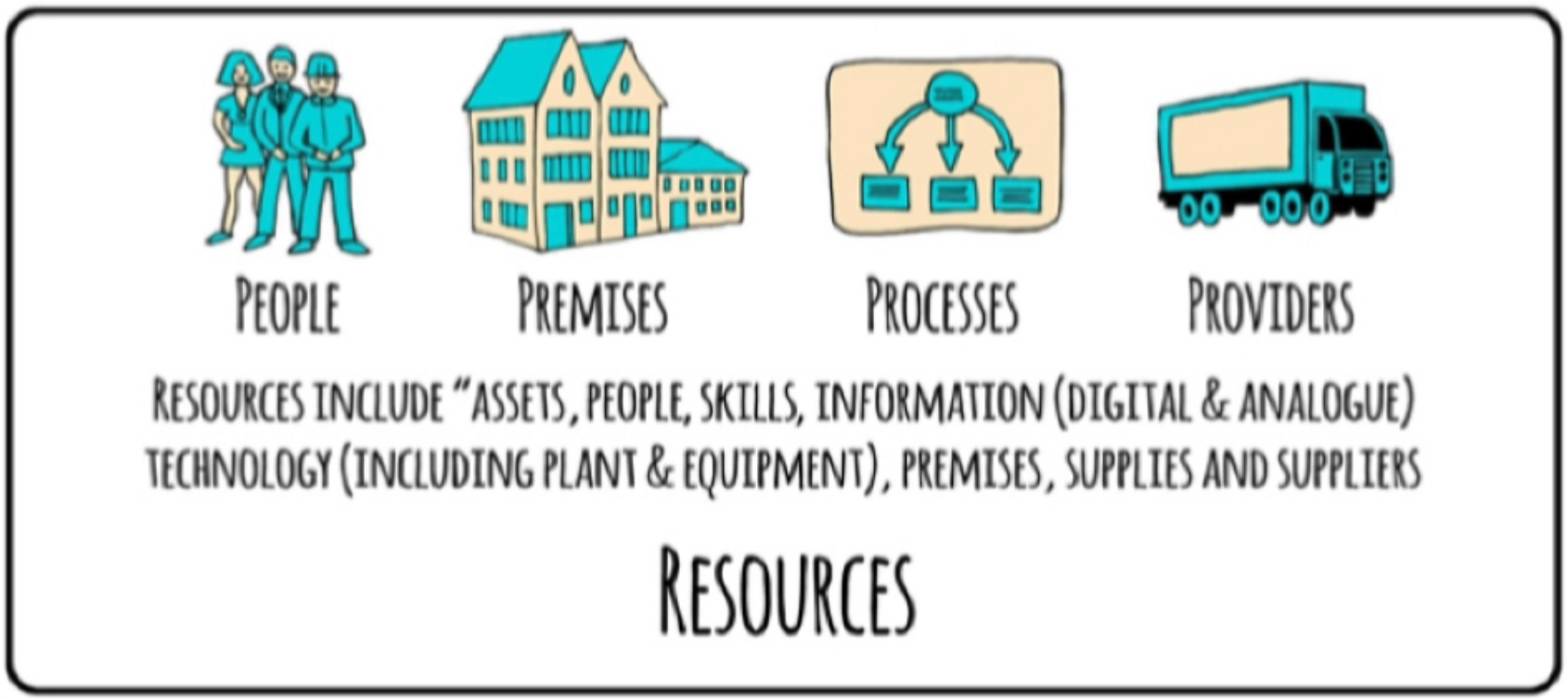


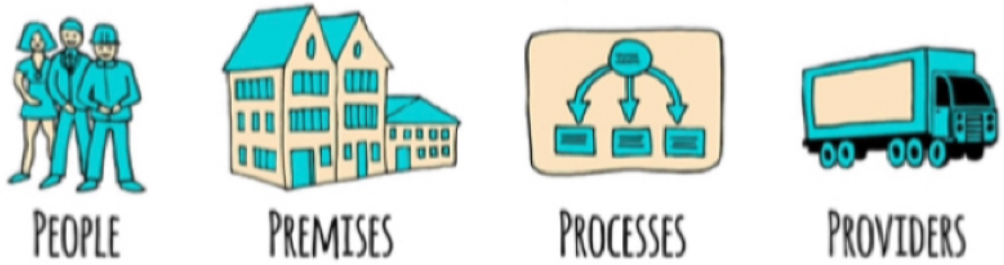


2. Your CRITICAL ACTIVITIES (Text) - the things you need to keep doing (in order to provide your key products/services).



3. Your MUST HAVES (Text) - the categories used are 4Ps: People, Premises, Processes, and Providers. List and describe the people, premises, processes, and providers you need in order to support the critical activities you need to keep doing (to provide key products/services).





People

Describe People

What staff do you require to carry out prioritised activities?

What skills / level of expertise is required to undertake these prioritised activities?

What is the minimum staffing level with which you could provide some sort of service?

Premises

Describe Your Premises

What location(s) do the prioritised activities operate from?

What facilities are essential to carry on these prioritised activities?

What equipment / resources are required to carry on these prioritised activities?

Processes

Describe Your Processes

What Information Technology is essential to carry out these prioritised activities?

What documentation / records are essential to carry out these prioritised activities?

What systems and means of communication are required to carry out these prioritised activities?

Providers

Describe Your Providers

Do you have any reciprocal agreements with other organisations?

Do you tender key services out to other organisations? If so - to whom and for what?

Who are your priority suppliers?

Who do you depend on to undertake these prioritised activities?

Must Haves

Prioritised Activity

0 7 10

People

Describe People

What staff do you require to carry out prioritised activities?

What skills / level of expertise is required to undertake these prioritised activities?

What is the minimum staffing level with which you could provide some sort of service?

Note

Assess Your Must Haves

How Significant Is This Must-Have?

Low Medium High

0 1 2 3 4 5 6 7 8 9 10

How Vulnerable Is This Must-Have?

Low Medium High

0 1 2 3 4 5 6 7 8 9 10

How Impacted Is This Must-Have?

Low Medium High

0 1 2 3 4 5 6 7 8 9 10

Must Have

1 ... n

Significance

(a)

Before Impact

Vulnerability

(b)

After Impact

Impact

(c)

If (a) x (b) is greater than or equal to 1 or less than or equal to 24 then Risk Gauge is Green

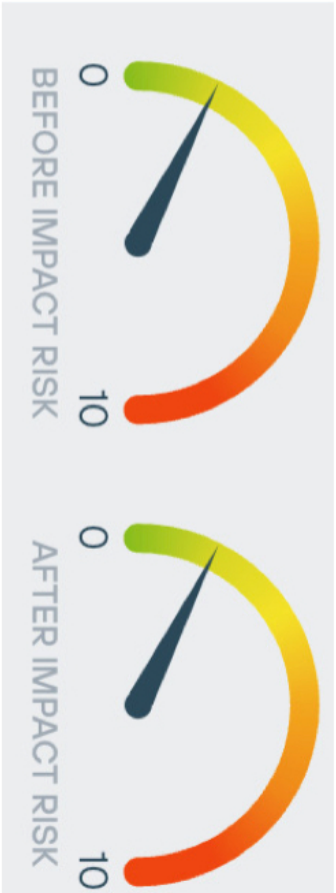
If (a) x (b) is greater than or equal to 25 or less than or equal to 59 then Risk Gauge is Yellow

If (a) x (b) is greater than or equal to 60 or less than or equal to 100 then Risk Gauge is Red

If (a) x (c) is greater than or equal to 1 or less than or equal to 24 then Risk Gauge is Green

If (a) x (c) is greater than or equal to 25 or less than or equal to 59 then Risk Gauge is Yellow

If (a) x (c) is greater than or equal to 60 or less than or equal to 100 then Risk Gauge is Red



Calculate

Operability Plan

DONE

If the decision (of what action to take) is complex, consider using our OughtWe app

HEADER

Header name

DESCRIPTION

Write description here

WHAT NEEDS TO BE DONE?

Describe here

WHAT IS NEEDED TO DO IT?

Describe here

TRACK

Is this work progressing in a way that is likely to achieve what is required?

BUDGET

Is this work progressing within the amount you have available to spend?

TIME

Is this work progressing within the schedule you have agreed to meet?

IMAGES:

Plans are nothing; planning is everything.
Dwight D. Eisenhower

Report

Prioritised Activities

- (●) All Prioritised Activities
- ( ) Selected Prioritised Activities

MUST-HAVES

- (●) All Must-Haves
- ( ) Selected Must-Haves

RISK LEVLS

- (●) All Risk Levels
- ( ) Selected Risk Levels

PLANS

- (●) All Plans
- ( ) Selected Plans

MONITORING

- (●) On/Off Track
- (●) On/Off Budget
- (●) On/Off Time

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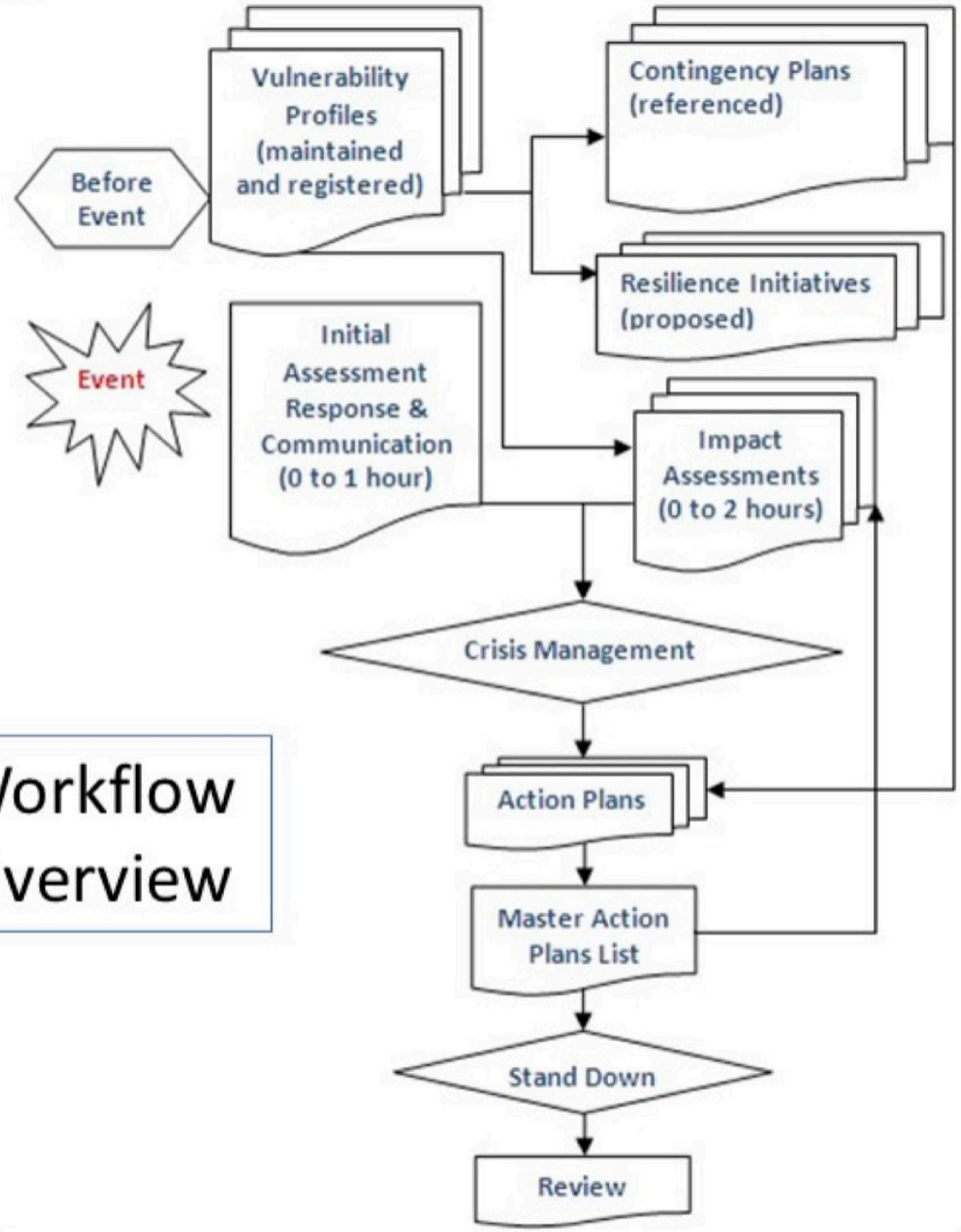
Workflow Overview



@risk_reward