



OSMEP



THE JTI FOUNDATION

Training of Trainers

Certificate Program on Business Continuity Planning (BCP) for SMEs

4.2 BCP Review

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TOKIOMARINE

Module 1: BCP Framework

Part 1.1: Importance of BCP

Part 1.2: BCP Framework

Module 2: Risk Identification

Part 2.1: Prioritized Activities and Recovery Time Objective

Part 2.2: Necessary Resources for Recovery

Part 2.3: Business Risk Assessment

Module 3: Business Resumption Strategies

Part 3.1: Pre-disaster preparedness and mitigation for SMEs

Part 3.2: Immediate Survival from Disruption

Part 3.3: Business Continuity Strategies

Module 4: PDCA (Plan-Do-Check-Act) Cycle

Part 4.1: PDCA Exercise

Part 4.2: BCP Review (Management Review)

Step 10 : Ongoing Review and Improvement



You have already gone through the first two phases (Plan and Do) of four phases. In Step 10, you finish the remaining Check (monitor and review) and Act (maintain and improve) phases.

Top management's proactive and visible initiative is a great BCM driver.

Step 10 : Ongoing Review and Improvement

Form10-1 BCM Review Form

Step	Items to Review and Check	Related Forms	Currently Effective	Changes in Business Environment	Issues to Review
1	BCM Framework Purpose, scope, BCM leaders and team members	1-1,	Y/ N		
2	Prioritized activities, recovery time objectives	2-1 2-2 2-3	Y/ N Y/ N Y/ N		
3	Supporting resources Bottleneck resources	3-1	Y/ N		
4	Surrounding risks Expected damages	4-1 4-2	Y/ N Y/ N		
5	Protection and mitigation measures	5-1	Y/ N		
6	Emergency response, EOC, safety confirmation, risk communication	6-1 6-2 6-3 6-4	Y/ N Y/ N Y/ N Y/ N		
7	Continuity and recovery measures	7-1 7-2	Y/ N Y/ N		
8	Exercises, training	8-1 8-2 8-3 8-4 8-5	Y/ N Y/ N Y/ N Y/ N Y/ N		
9	Cash flow for emergencies Financial measures	9-1	Y/ N		
10	Monitor, review, and improvement	10-1 10-2	Y/ N Y/ N		

(1) Review and Check Your BCP
To make your company's BCP most effective, you should monitor and review your company's BCP activities. Your entire BCP activities – before, during and after an incident - should be reviewed.



Form 10-2 Management Review Sheet

No	Key area	Forms	Questions to check (sample)
1	BCM Framework Purpose, scope, BCM leaders and team members	1-1,	<ul style="list-style-type: none"> Any change in BCM policy ? Any changes of Business and Organization ? BCM leader and members
2	Prioritized activities, recovery time objectives	2-1 2-2 2-3	<ul style="list-style-type: none"> Any changes of Prioritized activities? RTO should be revised?
3	Supporting resources Bottleneck resources	3-1	<ul style="list-style-type: none"> Any changes of supporting resources? Update Bottleneck review?
4	Surrounding risks Expected damages	4-1 4-2	<ul style="list-style-type: none"> Any new risks to consider? Update risk assessment? Renew disaster scenario?
5	Protection and mitigation measures	5-1	<ul style="list-style-type: none"> Check plan and status of pre-disaster measures? Review short and mid/long term plans?

Form 10-2 Management Review Sheet

No	Key area	Forms	Questions to check (sample)
6	Emergency response, EOC, safety confirmation, risk communication	6-1 6-2 6-3 6-4	<ul style="list-style-type: none"> • Evaluate current capabilities? • Any task of Emergency response to function as expected? • Needs to change procedures?
7	Continuity and recovery measures	7-1 7-2	<ul style="list-style-type: none"> • Review BCP trigger point • BC measures meet RTO? • Any changes needed to meet business changes?
8	Exercises, training	8-1 8-2 8-3 8-4 8-5	<ul style="list-style-type: none"> • Review exercise plan and results • Any tasks and problem found?
9	Cash flow for emergencies Financial measures	9-1	<ul style="list-style-type: none"> • Check cash flow on current loss scenario? • Any additional financial measures needed?
10	Monitor, review, and improvement	10-1 10-2	<ul style="list-style-type: none"> • Check PDCA cycle • Check problems and tasks found

Step 10 : Ongoing Review and Improvement

(2) Management Review

In addition to the Review and Check processes, senior management have to proactively initiate a review of the company's BCP at least annually, and ensure that your company's BCP has been managed effectively and the PDCA cycle is working.

Form 10-2 is for management review. It should be understood that management review works as strong drive to cycle PDCA cycle.

Form 10-2 Management Review Sheet

Check & Review Items	Person in Charge	Due Date	Top Management

Any Questions ?

