

## Exercising

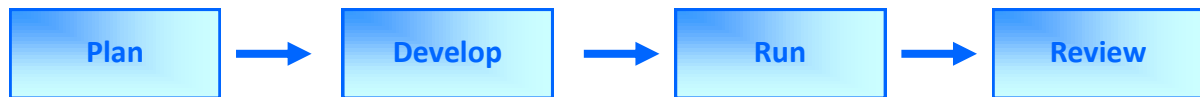
Merrycon recommends that every organisation undertakes a regular programme of exercises to ensure the effectiveness of its Business Continuity (BC) capability. To support this recommendation, Merrycon can provide its clients with a comprehensive BC Exercise service.

### Exercise Programme

Every organisation should have a clear programme of exercises. This should start simply with walk-throughs and desk-based exercises, and build up to more complex technical exercises and rehearsals. Merrycon works with a client to develop a suitable exercise programme, the purpose of which is to ensure that the:

- Information held in the client's BC plans is verified
- Client's BC plans are rehearsed
- People responsible for using the BC plans are exercised

Each exercise in the programme is undertaken using a four stage process:



#### Plan

Planning an exercise entails:

- Setting the objectives
- Determining the type of exercise
- Identifying the participants
- Analysing the risks
- Preparing a plan

#### Develop

Developing an exercise entails:

- Creating a scenario
- Writing a script
- Testing the scenario and script
- Preparing materials
- Liaising with third parties

#### Run

Running an exercise entails:

- Managing the logistics
- Briefing the participants
- Presenting the scenario
- Running through the script
- Controlling and managing the event

#### Review

Reviewing an exercise entails:

- Conducting a hot de-brief
- Undertaking a formal review
- Making recommendations
- Producing a report
- Implementing recommendations

#### Tips for success

- Set clear aims and objectives
- Use realistic scenarios and scripts
- Be flexible with scripts
- Minimise the risk of disruption
- Have fun

#### Don't

- Develop the exercise before setting the aims and objectives
- Have too many objectives
- Try to be clever
- Make the script too complex