

## Implementing BCM

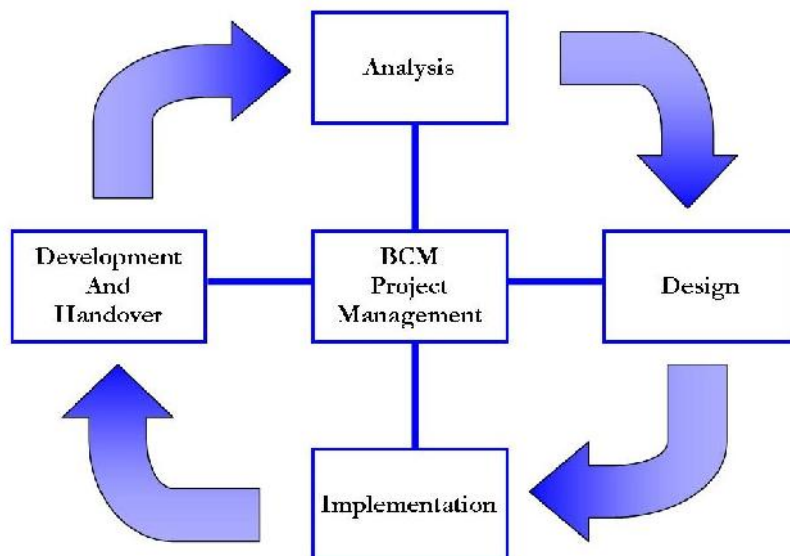
This document outlines the method used by Merrycon when implementing Business Continuity Management (BCM) for its clients. It is based on the Good Practice Guidelines developed by the Business Continuity Institute (BCI) and the international standards for BCM, ISO 22301 and 22313.

The method is based on 3 core principles:

- **Simplicity** – keep it simple and avoid complexity
- **Achievability** – implement the process iteratively in short, clearly defined, and achievable steps
- **Control** – use a structured project based approach to complete the initial iteration

The aim is to take the client through an initial iteration of the BCM process, Providing it with the expertise and tools to continue the process of building resilience and ensuring that it has the capability for an effective response to events that might threaten it.

The implementation is undertaken in a five-stage project, the end point of which is the handover of the BCM process to the client, as shown in the diagram below:



The five stages of the project consist of:

- **BCM Project Management** – defining the initial BCM project, developing a Business Continuity Policy, and planning and managing the work that needs to be undertaken

- **Analysis** – understanding and documenting the impact on the client's operations of an unplanned event that causes major disruption and identifying continuity and recovery requirements
- **Design** – reviewing current resilience, determining Business Continuity strategies and tactics, and designing an appropriate Incident Response Structure
- **Implementation** – implementing the Incident Response Structure, preparing and agreeing the content of the Business Continuity and Incident Management plans, and developing the plans
- **Deployment and Handover** – the deployment of the plans, establishment of programmes for training and awareness, exercising, maintenance, and review, and the handover of the BCM process to the client