Overview

This Standard is about conducting a Business Impact Analysis (BIA) and associated Risk Assessment (RA). It includes agreeing the scope of and objectives and deadlines for the BIA and RA, agreeing methods to be used to gather information, checking that information is valid and complete and producing and finalising the BIA and RA. It is for Business Continuity managers and/or other professionals who are responsible for conducting and validating a BIA and RA.
Performance criteria

You must be able to:

P1 agree the scope of and objectives and deadlines for the BIA and RA
P2 agree the method to be used to gather information and the questions to be asked
P3 identify and record primary candidates to provide information required
P4 gather and record information from agreed subjects
P5 check that information is valid and complete
P6 consider the requirements and expectations of interested parties
P7 report information in agreed format
P8 produce the BIA and RA within agreed timescales and finalise with decision makers
P9 gather feedback and provide clarification or additional information where necessary
Knowledge and understanding

You need to know and understand:

K1 current legal and regulatory requirements, Standards and good practice guidelines that apply to BCM
K2 the organisation's BCM strategy
K3 the organisation's products and services and the supply chain on which these depend
K4 principles and methods of undertaking a BIA and RA
K5 the content of a BIA and RA and appropriate reporting formats
K6 different methodologies for gathering information and the circumstances in which it is appropriate to use them
K7 the specific sources of information for the BIA and RA and how to ensure that information gathered is valid and complete
K8 how to select and engage the appropriate people when conducting a BIA and RA
K9 interview techniques and how to apply them to obtain and record relevant information
K10 how to consider the requirements and expectations of interested parties
Developed by | Skills CFA
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Version number | 2
Date approved | November 2013
Indicative review date | November 2016
Validity | Current
Status | Original
Originating organisation | Skills CFA
Original URN | CFABCM6.0
Relevant occupations | Management consultants and business analysts
Suite | Business Continuity Management (2013)
Key words | Business Impact Analysis; Risk Assessment; agreeing objectives; meeting deadlines; gathering information; checking validity; validating; continuity managers; engaging with other professionals; products and services and supply chain; interview techniques; record information; gathering feedback