
Overview

This Standard is about proposing, agreeing and developing Business Continuity Management (BCM) plans and/or procedures to meet organisational needs. It includes making proposals for and developing plans and/or procedures and training, exercising and reviewing plans and/or procedures. It is for Business Continuity managers and/or other professionals.

**Performance
criteria**
Make proposals for BCM plans and/or procedures

- You must be able to:
- P1 identify the content and scope of the BCM plans and/or procedures appropriate to the needs of the organisation and its supply chain
 - P2 work with others to agree requirements for the BCM plans and/or procedures and the resources needed to support them
 - P3 agree proposals with decision makers

Develop BCM plans and/or procedures

- You must be able to:
- P4 produce BCM plans and/or procedures consistent with agreed requirements and budgets
 - P5 consult with relevant people when developing BCM plans
 - P6 ensure the plans conform with legal requirements, Standards and best practice and with organisational BCM strategy and policies
 - P7 ensure plans will protect products and services and are proportionate to the organisation's needs
 - P8 ensure plans take account of the organisation's supply chain
 - P9 present plans in a form and style to help users and decision makers understand
 - P10 validate the content of plans to facilitate approval by decision makers
 - P11 use agreed version control procedures

Training, exercising and reviewing BCM procedures

- You must be able to:
- P12 design, deliver and evaluate appropriate training for responding staff and other relevant interested parties
 - P13 design, deliver and evaluate appropriate exercises for responding staff and other relevant interested parties
 - P14 design a system for recording and logging information according to the organisation's needs
 - P15 evaluate the performance of responding staff and other relevant interested parties
 - P16 review and communicate results and update BCM plans and/or procedures as

appropriate

P17 agree and implement actions to ensure continuous improvement of plans and procedures

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 concept of BCM and how to translate this into the design of BCM plans and/or procedures
- K3 the organisation's BCM Strategy and any existing procedures
- K4 the people, products, processes and dependencies required for the organisation to continue to function and the supply chain on which these depend
- K5 how to develop BCM plans and/or procedures that achieve required outcomes in line with overarching organisational objectives
- K6 how to ensure that BCM plans and/or procedures are linked appropriately to any other relevant response structures
- K7 how to identify and access decision makers for BCM plans and/or procedures in the organisation
- K8 who to contact for advice when developing BCM plans and/or procedures
- K9 how to develop BCM plans which reflect realistic timescales and costs
- K10 who should be consulted and how to organise the consultation
- K11 how to present effectively, using persuasion and listening techniques
- K12 the principles of recording and logging information
- K13 how to identify which interested parties should receive training and/or participate in exercising
- K14 how to design and carry out training for responding staff and other interested parties, based on a Training Needs Analysis
- K15 how to design and carry out exercises for responding staff and other interested parties
- K16 how to evaluate performance and use the results to improve BCM procedures

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