



ABC PTY LTD
RISKVIEW[®] BCP REPORT
(SAMPLE)

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Disclaimer

The information in this report has been prepared from the responses and input from ABC Pty Ltd. RISK POINT does not assume responsibility for the outcome or accuracy of neither the data, nor the actions that ABC Pty Ltd takes following the production of this review. The information contained herein is based on the application of Australian standards for the execution of risk management and RISK POINT takes no responsibility for the accuracy or validity of this report or the actions taken by ABC Ltd to its contents and findings.

1. Executive Summary

This document is a report on the output from the RISKVIEW® BCP questionnaire completed by ABC Pty Ltd. The information is designed to provide a high level overview of the level of conformity to best practice standards for conducting business continuity planning and management. It also provides a decision-making framework for risk management.

The questionnaire was completed by ABC and contains the findings from ABC's own evaluation of current business and operational activities. The information contained in this report is designed to provide an introductory investigation into ABC's business processes, policies and procedures for business recovery and continuity. It is intended to provide a measurement against best practice for business continuity management. RISKVIEW® BCP is a review and not a detailed risk assessment.

ABC has four (4) areas that do not achieve best practice for business continuity management. They are Response Strategies, Resource Interdependency Requirements, Communication Strategy and Training, Maintenance and Testing. Whilst there is a system in place, the response strategies have not been fully evaluated and considered in the planning process. Furthermore, the business continuity plans have not been tested.

The communication strategies have not been fully developed and plans not tested.

It is recommended that ABC addresses the areas identified in this review and establishes appropriate risk management systems and policies.

2. RISKVIEW® Methodology

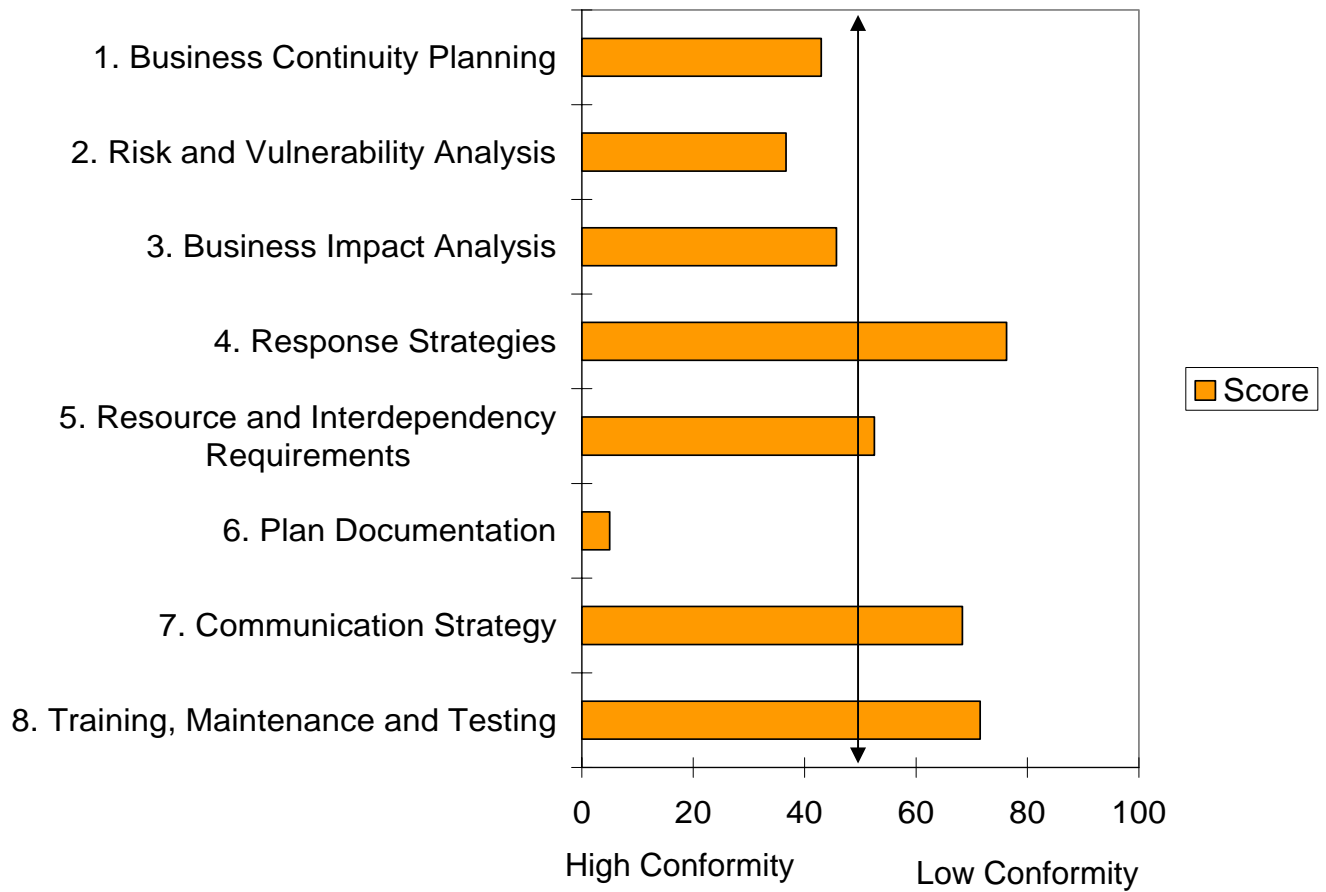
RISKVIEW® BCP is based on Standards Australia HB 221:2003 (Business Continuity Management) and addresses eight areas of the risk management process. RISKVIEW® BCP is a questionnaire containing 36 questions which are weighted such that no one area of the framework carries greater or lesser importance than another. The maximum score in any one area is 100, being the highest level of non-conformity with respect to business continuity management best practice. The minimum score possible in any one area is 5, indicating high conformity to risk management best practice.

A score of 25 or lower in any one area indicates that ABC is conducting its business continuity management activities in accordance with best practice with a lower score indicating a closer compliance to best practice standards. A score of between 25 and 50 indicates that the risk management system may be adequate, but management effort is required to improve operational performance.

A score of greater than 50 indicates there are deficiencies in the business continuity management system and management action is required to improve the risk management system. A score of greater than 75 indicates serious non-conformity to best practice risk management activities.

3. RISKVIEW® BCP Profile

The following diagram is ABC's business continuity management performance profile.



4. Data Analysis and Interpretation

A high score represents high exposure or vulnerability as a result of the greatest disparity between ABC's operational activities and best practice for business continuity management. A low score represents closest conformity to best practice, and a high score the least conformity.

Table 1 provides a matrix for evaluating ABC's performance against best practice.

Table 1, Business Continuity Management Performance Evaluation

Score in Framework	<25	25-50	50-75	>75
Interpretation	Procedures and policies most closely meet best practice standards	Procedures and policies may be adequate but require review	Procedures and policies generally do not meet best practice standards and require management review	Procedures and policies do not meet best practice standards and <i>immediate</i> management action is required

5. Findings

The aggregate score of 70 in area 4 (Response Strategies) is due to the lack of well defined strategies for responding and recovering. The score of just over 50 in area 5 (Resource and Interdependency Requirements) is due to the lack of adequate resource allocation to the business continuity plan.

The score of just over 70 in area 7 (Communication Strategy) is due to the lack of clearly defined and developed communication strategies. The stakeholders in the organisation have not been clearly identified with appropriate communication plans in place.

It is therefore recommended that management take action to address these areas of the Business Continuity Management System.

6. Review Scope and Definitions

6.1 SCOPE

A. This assessment is designed to provide a high level review and best practice benchmarking for business continuity management. It contains 36 questions with the option for "Yes"/ "No" answers. The default configuration is flagged "Not Yet Answered". It is important that all questions be answered either yes or no, as leaving a default setting will alter the risk profile.

B. Each question on the form has a space to allow any additional information to be added should you wish to provide it. This can be done in the box immediately below the question by entering information into the editable field. This is optional and may assist in the response process.

C. Depending upon the level of complexity of the organisation, the questionnaire should take between 45 and 60 minutes to complete. In some instances, some internal investigations may be required in order to obtain all the information necessary before a question may be answered.

6.2 TERMS & DEFINITIONS

Risk: The chance of an event occurring that will have an impact on the achievement of objectives, measured by likelihood of occurrence and consequence or impact upon occurrence.

Risk Assessment: The process of assessing threats to, impacts on and vulnerabilities of information and information processing facilities, and determining the likelihood of their occurrence and impact on the organisation.

Risk Management: The process of identifying, controlling and minimising or eliminating security risks that may affect information systems and establishment of organisational culture to support the risk management system.

7. Appendix 1 – Output from Questionnaire

1. Business Continuity Planning

1.1 Determining the need

Have the critical business objectives been identified?

Response: No *Score:* 20.00

1.2 Management commitment

Does the organisation have commitment from senior management and the board to the business continuity management process?

Response: Yes *Score:* 1.00

1.3 Scope and budget

Does the business continuity project have a scope and budget?

Response: Yes *Score:* 1.00

1.4 Project team

Has a project manager been assigned to the process of the business continuity planning process?

Response: Yes *Score:* 1.00

1.5 Policy and strategy

Has a policy and strategy been established for the business continuity planning project?

Response: No *Score:* 20.00

2. Risk and Vulnerability Analysis

2.1 Environmental analysis

Is there a comprehensive understanding of the external and internal business drivers and constraints?

Response: Yes

Score: 1.67

2.2 Risk and vulnerability analysis

Have risks been identified and prioritised through a risk identification and analysis process?

Response: Yes

Score: 1.67

2.3 Risks requiring a business continuity strategy

Have the critical business processes been identified and linked to risks which require a business continuity strategy?

Response: No

Score: 33.33

3. Business Impact Analysis

3.1 Impact analysis

Have the operational and financial impacts of a disruption over time been determined?

Response: No *Score:* 14.28

3.2 Critical business functions

Have the critical business functions and processes that support achievement of key objectives been identified?

Response: No *Score:* 14.28

3.3 Critical resource requirements

Have the resource requirements of critical business functions and processes that will allow a minimum acceptable level of operation been identified?

Response: Yes *Score:* 0.71

3.4 Disruption scenarios

Have potential major disruption scenarios been defined?

Response: No *Score:* 14.28

3.5 Maximum Acceptable Outage (MAO)

Has the maximum time that a process can operate before its loss affects the overall operation of the business been calculated for each critical business function?

Response: Yes *Score:* 0.71

3.6 Backlog impacts

Has the amount of time, cost and resources required to clear backlogs resulting from the disruption been determined?

Response: Yes *Score:* 0.71

3.7 Alternative workarounds

Have existing workarounds and continuity arrangements been identified and documented?

Response: Yes *Score:* 0.71

4. Response Strategies

4.1 Emergency response

Have the criteria for activation, duration and stand-down of the immediate (emergency) response been defined?

Response: Yes

Score: 1.25

4.2 Continuity response

Have the criteria for activation, duration and stand-down of the continuity response been defined?

Response: No

Score: 25.00

4.3 Recovery response

Have the criteria for activation, duration and stand-down of the recovery response been defined?

Response: No

Score: 25.00

4.4 Alignment

Have the plans been aligned such that there are no conflicts with response, resource requirements or timings?

Response: No

Score: 25.00

5. Resource and Interdependency Requirements

1 5.1 Resource requirements

Have resource requirements been finalised and the approach to meet the requirements been determined?

Response: Yes

Score: 2.50

5.2 External dependencies

Have the range and nature of external interdependencies been defined?

Response: No

Score: 50.00