



# Business Continuity and Disaster Recovery Planning

Restoring mission critical functions and preserving digital assets

## Ensuring the continuity of your business

Internal events such as human error, sabotage, accidental data deletion and theft of hardware are all possible risks to your business in addition to power failures, fire, hurricanes, earthquakes, and bio and terror threats.

Companies affected by an event lose productivity, suffer a loss of profits and could be forced to close. And while some companies today have a written BCDR plan, most plans are out-of-date, untested and don't address the latest threats.

**“Fifty percent of companies that lose all their data go out of business immediately and a further 90 percent don't survive two years.”**

*-I'm Sorry, but the Dog Ate Our Data, Baroudi Bloor International, November 16, 2004*

## BCDR planning essential to manage risks

BCDR planning is a necessary part of the risk management process. Risk management assesses risks and

measures the probability of what could occur and how likely it is that it will occur. With that knowledge, you can determine what action to take: accept the risk, plan to control it, insure yourself against it, or do everything reasonable to avoid the situation. BCDR plans play a large role in risk management by helping you control your business and mission critical applications during an event with faster response times and greater protection.

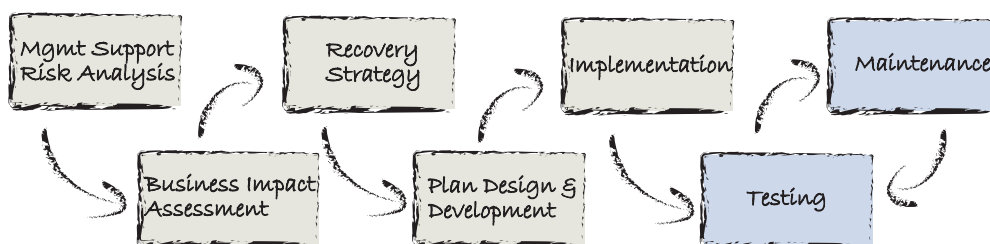
## Effective planning to keep your business in operation

Spohn Consulting is the BCDR subject matter and industry expert, working with enterprise and mid-market businesses to develop, write, or improve BCDR plans as part of your larger risk management framework. Spohn acts as your business continuity plan coordinator, identifying your potential for downtime and loss of business. Once identified, Spohn's experts help you plan accordingly.

## Benefits

- **Ensure the fastest response and recovery time to business threats such as fire, loss of power, flood or other common threats**
- **Meet regulatory requirements for BCDR planning**
- **Increase shareholder confidence in your business by preparing for threats**
- **Identify your most critical systems and prioritize system needs, giving you the least amount of downtime**
- **Identify when it is appropriate to enact your BCDR plan**

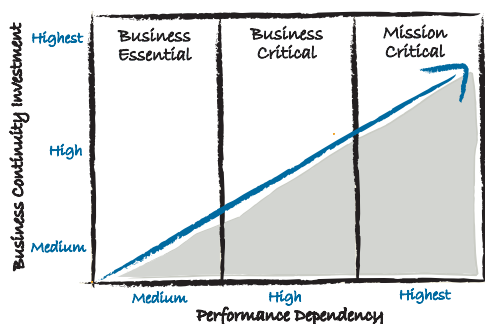
Figure 1: Phases of accurate BCDR planning



## Detailed planning tailored to your business needs

To prepare a BCDR plan that works specifically for your business, an objective end-to-end examination of systems and operations must be performed. Spohn's indepth planning process includes the execution of a Business Impact Analysis to provide you with project management, assessment recovery options and disaster recovery procedures. Your Business Impact Analysis includes components such as an Application Criticality Analysis, providing you with a list of your business essential, business critical and mission critical applications and recommendations on how to develop the quickest possible recovery time.

**Figure 2: Application Criticality Analysis assesses your most critical applications and indicates them as essential for recovery**



Spohn's experts will also meet with your management team to determine business continuity sensitivity. With that knowledge, coupled with your Business Impact Analysis, Spohn will identify your critical

systems and determine the maximum time those systems can be inoperational. Our expertise in network security will help identify the greatest threats to your business and the most cost effective course of action for response. Spohn's certified engineers will assist you with writing your BCDR plan or rewriting an older plan to reflect today's threats. Spohn will also prepare a test and maintenance schedule to preserve the longevity and effectiveness of your plan.

Planning will cover critical aspects of your business including personnel, facilities, infrastructure, support and information systems. The following are a few of the steps Spohn will perform as part of your BCDR planning:

- Interview your management staff to take into account their assessment of your company's needs
- Determine your most critical needs and assign the best treatment to keep your most necessary processes running
- Tailor your BCDR plan to meet your specific needs
- Educate and train your staff on how to test and maintain the plan so it is constantly up-to-date
- Develop a step-by-step resource to use as a guide during an event

Spohn's experience and guidance will identify your threats, pinpoint your most critical systems and help you train and plan for events that could adversely affect your business.

## Features

- Identify critical business systems and processes
- Receive assessment of current threats and probabilities
- Business continuity planning tailored to meet site-specific needs
- Put effective disaster response in place
- Business continuity experts provide insight into planning and procedures
- Documentation review with staff for explanation
- Deliverable provided in print and on CD-ROM

Spohn's BCDR Planning is a member of a suite of security products designed to assist companies with risk management and due diligence.

For further information please contact our corporate office at 512.685.1000