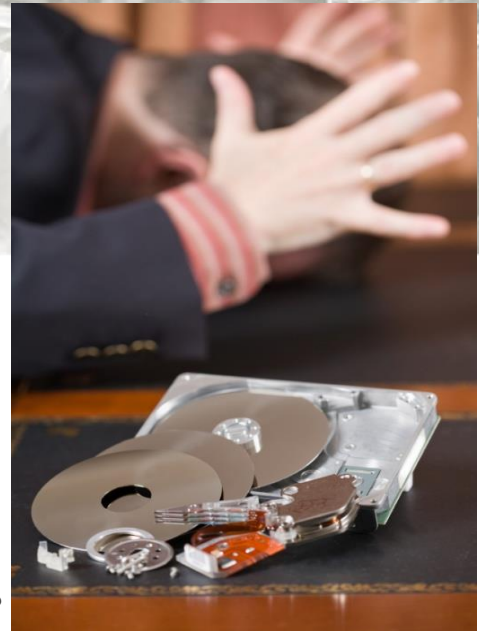


Business Continuity Planning

Is your business protected against catastrophe?

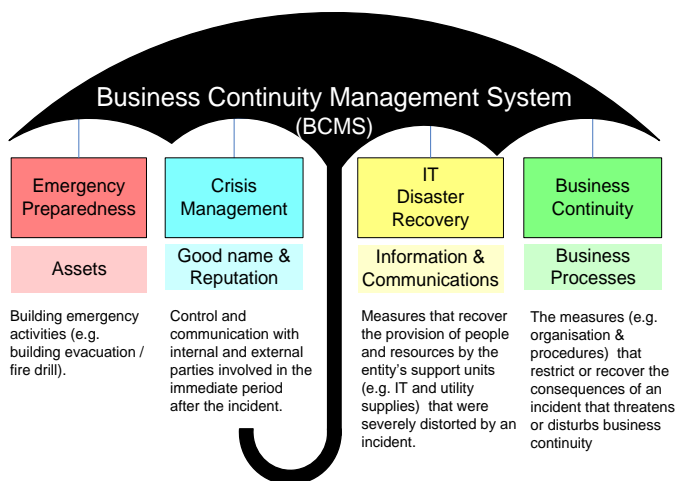
- Have you a backup for your IT systems and processes?
- Can you run your business if you lost your premises?
- Can your business operate without key systems?
- What if you couldn't access your premises for ten days?
- If things go wrong how long would it take you to recover?



How we can help you

We provide business continuity management advice, training and support for companies who need to have continuity plans in place to avoid major impact and make a quick recovery to business as usual.

The areas covered by Business Continuity Management (BCM) are outlined in the diagram below.



We follow the Good Practice Guidelines for business continuity management as defined by the BCI*.

* Business Continuity Institute <http://www.thebci.org/>

The business benefits?

Having a plan protects for your reputation.

Tell your stakeholders that they can rely on you to overcome setbacks and continue to deliver.

Builds customer loyalty. The publicity around an effective recovery can be turned to your advantage and win more business.

Risk assessment and a business impact assessment helps you a **better understand your risks.**

A company with a plan is **quicker to respond** to disruption.

If the worst does happen, a **good recovery can preserve your reputation.**

How we can help you ?

Build an effective **Crisis Management process** for your company.

Prepare strong **Emergency Preparedness** processes to reduce the risk of physical impact to employees.

Create an effective and rehearsed **Business Continuity Plan** that minimises the effect of an outage and speeds business recovery.

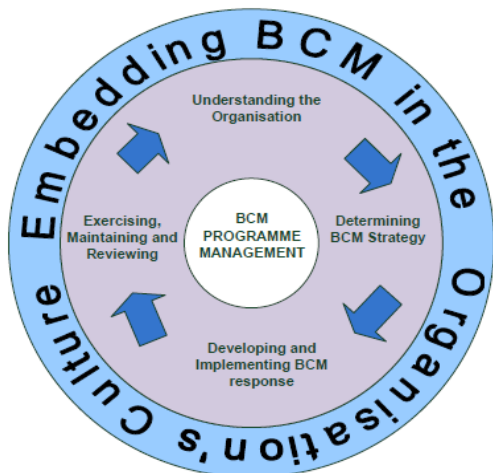
Put **IT Disaster Recovery Plans** in place that speeds up IT recovery with minimal loss of data or functionality.

Business Continuity Management

Are you doing the right things?

Have you a Business Recovery Plan that covers the the following check-listed items ?

- Have you identified your critical business processes?
- Have your BC plans focused on your critical business processes?
- Risk should be assessed at a high level – resources are better spent identifying key processes and developing plans.
 - Have you carried out a Risk Assessment, and a
 - Business Impact Assessment ?
- Are recovery strategies adjusted to take account of new or changed mitigation factors.
- Do your plans use existing documentation such as process documents, IT procedures or contact lists to avoid duplication of effort?
- Are backup or alternate staffs trained and exercised? A real life incident may not wait for the right people return from holidays.
- Were walkthroughs carried out that validated plans and get the team trained in its use.



Technical Benefits?

Pragmatic BCM planning process

No wheel re-invention. We make full use of documentation and process already in place at your organisation.

Our approach is designed to ensure that your recovery plans match business needs.

We regularly review progress with management to avoid surprises.

Knowledge Transfer.

Guidance and training is provided to your designated team to enable them to follow on and maintain plans.

Recovery processes in line with BCI guidance.

Plans are delivered in line with the Business Continuity Management Good Practice Guidelines.

Plans provided to match FSA guidelines.

We are experienced in continuity planning and reviewing for financial institutions that follow the UK Financial Services Authority (FSA) guidelines.

About O'Farrell Associates

Michael O'Farrell is a Business Continuity Management practitioner with more than 15 years experience developing, implementing and testing and reviewing business continuity and resilience plans for a wide range of financial and commercial organisations. He is a member of the Business Continuity Institute and has delivered BCM and crisis management training to many organisations.

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