

Summary of Process and Conditions



Business Continuity Scoping Workshop

Process:

1. Initial telephone briefing with the sponsor. Prior to the workshop, obtain a list of documentation useful for review (if available).
2. Send out a pre-workshop questionnaire to the participants so that they get familiar with the questions that will be asked during the session.
3. The workshop will be participated by key business representatives. And will be geared towards generating business impacts and requirements.
4. IBM will facilitate and document the half day workshop. There will be no one-on-one interviews.
5. Findings will be documented in a summary report, which will be presented for discussion and finalisation within two weeks after the workshop.
6. The report will go through one review cycle (draft and final).

Conditions:

1. 5 days of consultant work time for up to 6 business units.
2. Must be completed within 4 weeks from start date.

Disaster Recovery Capability Review

Process:

1. Initial briefing with sponsor to identify existing Disaster Recovery/ Business Continuity responsibilities and a list of relevant and available documentation should be provided to IBM.
2. A series of meetings will be held as appropriate with key stakeholders.
3. Findings will be documented in a draft report and presented to the sponsor for discussion.
4. The report will be finalised following this and will be limited to one review cycle (draft, and final).

Conditions:

1. 10 days of consultant work time.
2. This assessment will require input from your business and IT staff.
3. The work must be completed within six weeks from the start date.

Disaster Recovery Plan Review

Conditions:

1. 8 days for one disaster recovery plan (refer to the note above).
2. This assessment will require input from your IT staff.
3. The work must be completed within one month from the start date.
4. The review will not assess the accuracy of detailed technical recovery procedures, but will assess the suitability of these in the context of the overall plan.

NOTE: The number of effort days (and the associated pricing) stated herein may change if the changes to the disaster recovery plan are significant and cannot be completed within the estimated effort.

Business Continuity Plan Development

Conditions:

1. 3 days comprising:
 - a. a half a day workshop to go through template and provide a framework.
 - b. 1.5 days of mentoring activity.
 - c. half a day to prepare and facilitate the walk through of the completed BCP.
2. The plan will be populated by you with guidance from IBM.
3. The work must be completed within six weeks of the start date.

Test Planning Workshop

Conditions:

1. 1 day (8 hour) of consultant work time.