



“A project is complete when it starts working for you, rather than you working for it.”

anonymous

BCM Programme Management

All organizations whether large or small have aims and objectives such as to grow, to provide services and to acquire other businesses. These aims and objectives are generally met via strategic plans to achieve an organization's short, medium and long term goals. Business Continuity Management (BCM) will ensure that these aims and objectives are not compromised by unexpected disruptions.

Definition of Business Continuity Management:

“A holistic management process that identifies potential impacts that threaten an organization and provides a framework for building resilience with the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value creating activities.”

(The Business Continuity Institute)

Business Continuity Life Cycle

Business Continuity Management (BCM) is a continuous process and encompasses six distinct steps:

- BCM programme management
- Understanding the organization
- Determining BCM strategies
- Developing and implementing a BCM response
- Exercising, maintenance & review
- Embedding BCM in the organization's culture

Ascore's BCM Services have been designed to match with these steps (one or more BCM Services for each BCM step), hereby assuring compliance to the most recent BCM standards and good practises.

BCM Programme Management

Being at the heart of the BCM process, an effective programme management establishes the organization's approach to business continuity.

Some key elements to include when initiating the programme are:

- Programme Constraints (**Scope**);
- Goals, objectives and strategic activities of BCM (**Policy**);
- Assigning BCM responsibilities (**Governance Structure**);
- **Project management**;
- Identification of deliverables and outcomes (**Documentation**);

About Ascore

Ascore is specialized in operational risk management consultancy and staffing. Operational risk management, information security, business continuity and compliance to laws and regulations are major cornerstones of our services.

Ascore assists its customers with the incorporation of operational risk management at all levels and in all areas of their organization, including day-to-day operational decisions. No decision should be taken in any organization without applying proper operational risk management. It can be applied throughout the entire life cycle of any activity or project. In order to minimize risk, it is however preferable to apply operational risk management is applied at the beginning phase of a project or operational activity.

About Ascore Academy

Ascore offers, through the Ascore Academy, an extensive education and awareness program, covering several open classes, events and customized education experiences.

Contact

For further and additional information, please contact us on Tel. +32 (0)9 243 10 20 or info@ascore.com

On all Ascore services our general terms of delivery apply.

BCM Scope

The purpose of setting the scope is to ensure clarity of what areas of the organization are included within the BCM programme. It must be focusing on the key success criteria of most organisations – the delivery of products and services. If a product or a service is identified within the scope, then all activities that support its delivery must therefore be included in the BCM programme.

The limitation of the scope should be seen as a tactical approach that allows a staged development to the introduction of BCM across an organisation.

BCM Policy

It is the key document which sets the principles to which the organisation aspires and against which its performance can be audited. It provides the context in which the BCM team(s) implement the required capabilities, although it is owned by Senior Management.

BCM Governance

The purpose of assigning roles and responsibilities is to ensure that the tasks required to implement and maintain the programme are allocated to specific, competent individuals whose performance can be monitored.



BCM Project/Programme

Management

When implementing a BCM Programme for the first time in the organisation, project management disciplines should be adopted, such as:

- Identification of deliverables, timescales, deadlines, budget and work effort control;
- Communication the programme to stakeholders;
- Arranging or provisioning appropriate training or staff;
- Administering an exercising programme;
- Coordinating regular reviews and updates of the business continuity capability

This gives way to on-going programme management once the key elements are in place.

BCM Documentation

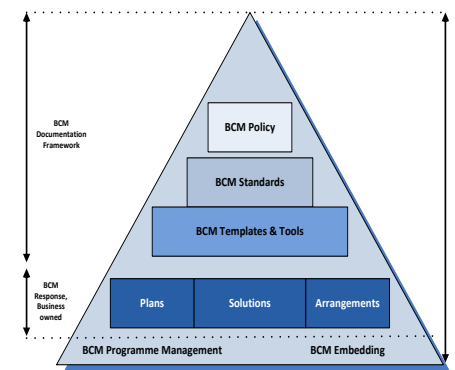
The BCM documentation has three purposes:

- To manage the programme effectively;
- To prove the effective management of the programme during an audit;

To have current and effective documentation (plans) available that may be required for incident management and resumption;

Methods

In close collaboration with your organization, Ascore will select the method that suits best to your specifications and organizational culture, to develop the organisation-wide BCM programme management framework and policies.



Next step

This phase will be followed by the next step(s) of the BCM Lifecycle.

See **Understanding the organization** flyers:

- Business Impact Analysis;
- Risk Assessment.

Interested in world-class education and training on business continuity, crisis management, disaster recovery or pandemic planning: visit the website of the BCM Academy Belgium (www.bcmacademy.be).

For more information, please contact:

Tel.: +32 (0)9 243 10 20

E-mail: info@ascore.com www.ascore.com

Bijenstraat 16-17, B-9051 Ghent, Belgium