

Business Continuity and Disaster Recovery

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Business Continuity Steps

- NIST Continuity Planning Guide
- Understand the organization - Zachman Poster
- 1. Develop the continuity planning statement
- 2. Conduct the business impact analysis - BIA
- 3. Identify preventative controls
- 4. Develop recovery strategies
- 5. Develop the contingency plan
- 6. Test the plan and conduct training and exercises
- 7. Maintain the plan

BIA Steps

- 1. Select individuals to interview for data gathering
- 2. Create data-gathering techniques
- 3. Identify company's critical business functions
- 4. Identify resources these functions depend upon
- 5. Calculate how long these functions can survive without these resources - Maximum Tolerable Downtime - MTD
- 6. Identify vulnerabilities and threats to these functions
- 7. Calculate the risk for each different business function
- 8. Document findings and report to management

Facility Recovery

- Hot site
 - Fully configured
 - File and print services
 - Applications are installed
 - Workstations kept up to date
 - Available but expensive
 - Security must be duplicated
- Warm site
 - Facility with power and HVAC
 - File and print services may not have workstations
 - External communications should be installed
 - More time to get up and running but lower cost
- Cold site
 - Facility with power and HVAC
 - No computer hardware on site
 - Communications not ready
 - Least cost but false sense of security, most common
- Multiple Sites / Rolling hot site
- Reciprocal Agreements

Testing and Revising the Plan

- At least once a year
- Checklist Test
- Structured Walk-Through Test
- Simulation Test
- Parallel Test
- Full-Interruption Test

Business Continuity Plan

- Initiation Phase
- Activation Phase
- Recovery Phase
- Reconstruction Phase
- Appendices

Maximum Tolerable Downtime - MTD

- Nonessential - 30 days
- Normal - 7 days
- Important - 72 hours
- Urgent - 24 hours
- Critical - Minutes to Hours

Other

- Personnel Safety is highest priority
- Software escrow used to protect investment in outsourced company
- Salvage Team
- Protect from looting
- Recovery

Backup

- Full, Differential, Incremental
- Disk duplexing
- Electronic Vaulting
- Tape Vaulting
- Insurance
- Service Bureaus