Public Safety Canada

Government of Canada Departmental BCP ACTION PLAN TEMPLATE

Once you have established the current status for each element/sub-element in your BCP assessment template, you should now proceed with populating an action plan template by using the assessment template to determine when and how you will complete your BCP.

This template should be self explanatory however if you have any questions the Continuity of Government Section in Public Safety Canada, Preparedness and Recovery Branch is at your service to answer any questions throughout the evolution of the project. (See below)

Similar to the self assessment template, the action plan template is based upon the four elements of the 2004 operational standard for business continuity planning of the GoC. These are:
1.   The establishment of BCP Program Governance
2.   The conduct of a Business Impact Analysis
3.   The development of Business Continuity Plans and Arrangements
4.   The maintenance of BCP Program Readiness

The first step is to fill in target dates for compliance based on how long it should take to complete each BCP element/sub-element. We have included the comments from the assessment template for your convenience, however, you may wish to remove them or add your own comments on how you are progressing with your plan.

That said we would like to highlight high priority items for your attention:

If not yet done, we urge you to hire or appoint a certified departmental BCP coordinator as soon as possible. This is a requirement of the BCP standard and is generally recognized that a BCP program must have one individual who is responsible and accountable to get the program completed. The BCP coordinator must have the strong support of Senior Management to gain compliance.

It is imperative to complete a BCP project plan (see 1.9) prior to embarking on the BCP project. The project plan can be developed by combining the framework from the action plan itself and the detail from the BCP Technical Documentation. The project plan will assist in managing and guiding the development of each stage of your department's BCP deliverables.

Public Safety Canada

Sécurité publique Canada

Canada

Government of Canada Departmental BCP Action Plan Template

Please contact BCP Centre of Excellence at (613) 949-6522 or email bcp.helpdesk@ps.gc.ca   with any questions you may have.

Departmental Information

Department: _____

Contact Name: _____

Telephone: _____

Email: _____

Date: _____

Notes:

BCP Reference	BCP Element	Current Status			Target date for Compliance	Comments
		Not	In	Complia		
1.0	**Governance**					
1.1	Commitment of senior management to the BCP Program in accordance to Section 3.1 of the BCP Standard. This includes commitment of financial and other resources.					It is essential that senior departmental managers commit to the BCP Program, integrate it into a strategic planning framework.
1.2	Senior department managers appoint participants for the BCP Program in accordance with Section 3.1 of the BCP Standard.					Senior departmental managers' appointments of participants include members of committees, teams, working groups, etc…
1.3	Appoint departmental BCP Coordinator to fulfil role as set out in Section 3.1 of the BCP Standard.					The departmental BCP Coordinator must: a. Obtain senior management support and funding. b. Develop a departmental BCP Program policy and governance. c. Ensure the development of a strategy to communicate BCP activities to employees and stakeholders. d. Establish working groups and define their roles and

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						responsibilities.
						e. Ensure the completion of the business impact analysis and the development and maintenance of business continuity plans.
						f. Ensure that IM, IT, and other continuity plans and arrangements are fully integrated into the BCP Program.
						g. Provide for regular training, review, testing and audit.
						h. Liaise with other departments and agencies as necessary to coordinate BCP.
						i. Collaborate with the IT Security Coordinator throughout the process.
						j. Inform the Departmental Security Officer (DSO) throughout the process if the Coordinator does not functionally report to the

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						DSO.
1.4	Establish Departmental BCP Coordinator's internal planning team.					Expand coordinator's working group to provide comprehensive support from across the department.
1.5	Appoint experts named in Section 3.1 of the BCP Standard to review the BCP Program and ensure compliance with other government policies on an on-going basis.					Legal, policy, finance, communications, information management and human resource specialists, and others as appropriate (i.e. Health for PI).
1.6	Issue BCP Policy Statement (approved by senior management and evidenced by an appropriate document.)					Have Senior Management issue new or review and approve previous policy statement.
1.7	Issue Governance Structure Plan (approved by senior management and evidenced by an appropriate document.)					Ensure Program Guide reflects the most current Policy Statement as signed by the Senior Management.
1.8	Issue Communications Strategy (approved by senior management and evidenced by an appropriate document.)					Engage Communications as soon as possible to begin work.
1.9	Select Project Planning Methodology (evidenced by an appropriate document.)					This is a critical step. It is imperative to complete a project plan prior to embarking on the BCP project.
1.10	Set Milestones (and timelines) for					Imperative to measure progress.

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	remainder of project (evidenced by an appropriate document.)					
2.0	**Business Impact Analysis**					
2.1	Identify the services your department must deliver under legal obligation in accordance with Section 3.2 a of the BCP Standard.					Determine the nature of the department's business (e.g. role, mandate) and the services it must deliver according to its constituent or other legislation, government policy, obligations to other departments, and service sharing arrangements, treaties, contracts, memoranda of understanding or other agreements.
2.2	Confirm the list with departmental legal services.					As soon as a list of services is available forward to legal department for review.
2.3	Map internal and external functions of the services your department must deliver by law or other legal instrument in accordance with Section 3.2 a of the BCP Standard.					Internal and external functions on which services depend must also be identified.
2.4	Obtain completed questionnaire for the BIA from departmental staff.					Sole method of data collection employed was BIA interviews.
2.5	Complete BIA interviews.					
2.6	Determine department's direct and					Would be useful to employ a

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	indirect impacts of disruptions in accordance with Section 3.2 b of the BCP Standard.					Threat and Risk Assessment to accomplish this.
2.7	Assess department's degree of injury if services are undelivered in accordance with Section 3.2 c of the BCP Standard.					Would be useful to employ a Threat and Risk Assessment to accomplish this.
2.8	Select and prioritize department's critical services and map the supporting resources and dependencies in accordance with Section 3.2 d of the BCP Standard.					Identify and prioritize critical services and list the resources (personnel, contractors, suppliers, information, systems and other assets) that support them directly or indirectly, within or outside the department. Priority is assigned based on the maximum allowable downtime and the minimum service level required before high degree of injury will result. Industry standard for critical service is 10% of total services provided—the more services you choose protect the more cost you will incur.
2.9	Report the findings of the BIA to senior management.					Attempt to schedule a Steering Committee meeting as far in advance as possible.

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2.10	Obtain senior management approval of the results of the BIA in accordance with Section 3.2 e of the BCP Standard.					Obtain senior management approval of the results of the business impact analysis before proceeding with the development of continuity plans.
3.0	**Plans and Arrangements**					
3.1	Develop a series of recovery options in accordance with Section 3.3 a of the BCP Standard.					A fundamental tenet of BCP planning is that recovery options be informed by BIA results and analysis. At a minimum, existing recovery options must be revisited/enhanced subsequent to BIA competition.
3.2	Assess each of your department's recovery options in terms of the factors outlined in Section 3.3 b of the BCP Standard.					Each recovery option must be assessed in terms of possible disruption, impacts on the department, benefits, risks, feasibility, and cost in order to select the most appropriate strategy.
3.3	Obtain senior management approval to support and fund selected recovery strategies in accordance with Section 3.3 c of the BCP Standard.					Must obtain senior management approval to support and fund selected strategies.

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3.4	Determine the final recovery strategy.					
3.5	Complete the development of business continuity plans in accordance with Section 3.3 d of the BCP Standard. including the establishment of recovery teams as evidenced by a list of the teams.					Development of business continuity plans (including IM and IT continuity plans) must identify: i. Critical services, information assets, and dependencies identified in the business impact analysis; ii. Approved recovery strategies; iii. Measures to deal with the impacts and effects of disruptions on the department; iv. Response and recovery teams, including the membership and contact information; v. Roles, responsibilities and tasks of the teams including internal and external stakeholders; vi. Resources and procedures for recovery; vii. Coordination mechanisms and procedures; and viii.. Communications strategies.
3.6	Obtain senior management approval for the proposed plans and teams in					

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	accordance with Section 3.3 e of the BCP Standard.					
3.7	Complete arrangements to ensure the plans can be put into effect in accordance with Section 3.3 e of the BCP Standard.					
3.8	Concert your department's plans with those of other departments that share in the delivery of a critical service.					
3.9	Identify department's alternate sites/ alternate business offices/ DRP site or a mobile tailored facility.					Ensure *all* sites for *all* BCPs are identified.
3.10	Brief and train all staff on the implementation and execution of department's BCP plans.					This step may also include awareness sessions and should be on-going.
4.0	**BCP Program Readiness**					
4.1	Establish a permanent maintenance cycle for your department's BCP Program as evidenced by a document outlining the cycle in accordance with Section 3.4 of the BCP Standard.					With continuity plans developed, approved and ready to be implemented, a permanent maintenance cycle must be established. Validated through documentation.
4.2	Establish a revision process for your department's plans to account for changes as specified in Section 3.4 a of					Ongoing review and revision of all plans to account for any changes (legislation, critical services,

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	the BCP Standard as evidenced by a template for changes at the front of its plans.					organization, mandate, management, threat environment, stakeholders, dependencies, etc.). Validated through a change management template.
4.3	Establish a training plan to include retraining your department's staff when changes are made to the plans as evidenced by a document outlining the training plan as specified in Section 3.4 b of the BCP Standard.					Available re-training as required. Validated through documentation.
4.4	Create plans to audit all of your department's BCP plans and report findings as evidenced by an audit scheme such as this document in accordance with Section 3.4 d of the BCP Standard.					Contact your audit section for guidance in developing an audit cycle.
4.5	Develop a lessons learned report after exercises or disruptions as evidenced by a template in accordance with Section 3.4 c of the BCP Standard.					Regular testing and validation of all plans, including the preparation of a lessons learned report after testing activities or actual events (validation can range from a questionnaire through table top exercises to departmental or interdepartmental live exercises – every two years as prescribed by the *Public Account Committee—*

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						Report 14).
4.6	Carry out exercises to test and evaluate your department's BCP plans in accordance with Section 3.4 c of the BCP Standard.					

Planning for Pandemic Influenza	Current Status			Target date for Compliance	Comments
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Pandemic Influenza Annex					
Approval of the pandemic influenza annex (signed off) by senior management.				guidance	Given the high priority placed on pandemic influenza planning, the Annex must be completed ASAP after the BCP.