

Newsletter

Teamwork

A Business Continuity Plan is best utilized when multiple players are involved. Talk about roles & responsibilities in meetings. The more familiar everyone becomes with the BCP, the better prepared the department will be.

When your department needs to add more information, think about adding it in as a document.

A document can be a template, contact list, procedure, tracking form, manual etc..

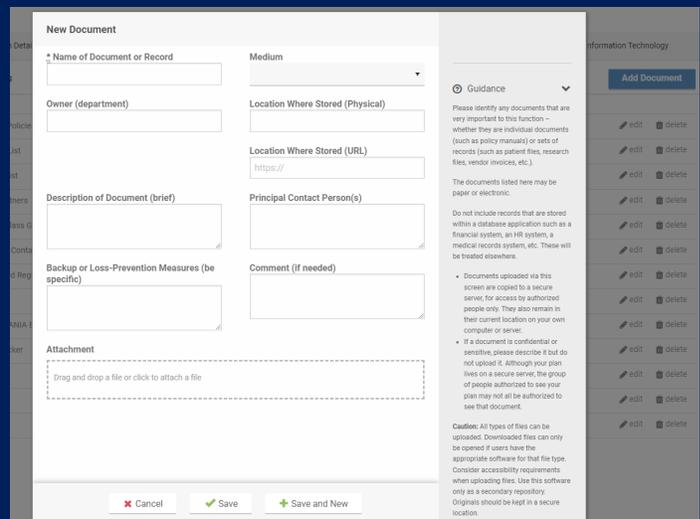
Tip of the Month



Documents

For continuity planning, you will identify any documents that are very important to a particular Critical Function or the Departments overarching goals.

To add in new documents go to Key Resources - Documents - Add Document.



The screenshot shows a 'New Document' form with the following fields and sections:

- Name of Document or Record:** Text input field.
- Medium:** Dropdown menu.
- Owner (department):** Text input field.
- Location Where Stored (Physical):** Text input field.
- Location Where Stored (URL):** Text input field with a 'https://' prefix.
- Description of Document (brief):** Text area.
- Principal Contact Person(s):** Text area.
- Backup or Loss-Prevention Measures (be specific):** Text area.
- Comment (if needed):** Text area.
- Attachment:** A dashed box with the instruction 'Drag and drop a file or click to attach a file'.

On the right side, there is a 'Guidance' section with a dropdown arrow and a list of instructions:

- Please identify any documents that are very important to this function - whether they are individual documents (such as policy manuals) or sets of records (such as patient files, research files, vendor invoices, etc.).
- The documents listed here may be paper or electronic.
- Do not include records that are stored within a database application such as a financial system, an HR system, a medical records system, etc. These will be treated elsewhere.
- Documents uploaded via this screen are copied to a secure server, for access by authorized people only. They also remain in their current location on your own computer or server.
- If a document is confidential or sensitive, please describe it but do not upload it. Although your passwords on a secure server, the group of people authorized to see your plan may not all be authorized to see that document.

At the bottom, there are three buttons: 'Cancel', 'Save', and 'Save and New'. On the far right, there is a sidebar with an 'Add Document' button and a list of existing documents, each with 'edit' and 'delete' icons.