



**NOW AVAILABLE**

## **SMALL BUSINESS—BUSINESS CONTINUITY PLAN (BCP)**

Some smaller organizations and businesses need to implement a comprehensive Business Continuity Management Program to ensure they meet regulatory requirements, or simply as good business practice. Many smaller organizations have neither the time nor expertise to develop a customized set of tools to provide critical guidance in the event of a disruptive incident, disaster, or failure.

To help meet these needs HZX Business Continuity Planning has prepared a packaged process offering consisting of consultant guided tools, templates, training, and education that includes:

- Identifying team, leader, respective responsibilities, project orientation
- Assess risks, potential impacts to business processes, priorities, dependencies, BCP strategies
- Customize a comprehensive set of emergency procedures and incident escalation process
- Conduct an assessment of how well prepared key players are to function in a major disruption
- Assess Information Technology environment risks and disaster recovery preparedness
- Define risk prevention and mitigation actions, plan for business and IT
- Prepare BCP Action Plan with customized checklists for
  - Activation
  - Crisis communications
  - Response, damage assessments
  - Resumption
  - Recovery & Restoration
- Infectious disease and pandemic plan
- BCP Exercise, facilitation, debrief
- Sustaining plan and final project review

Our objective is to provide knowledge transfer / training to your team for a sustaining Business Continuity Management Program throughout the development and implementation of the plan. Our team will provide coaching and quality assurance through regular web meeting and audio conferences in a consultative development process to position your Business Continuity Management Program in the most effective way for your organization. Project completion is typically spread over 10 to 12 weeks, and timelines can be adjusted to client needs.

Our team of experienced experts will guide you through BCP tools and templates, checklists, procedures, training materials, and methodology to ease plan development effort and demands on your resources. We will also help your team make use of or integrate with the BCP any existing plan supports such as existing procedures.

**Requirements:** Microsoft Word, Excel, PowerPoint or compatible software

**Cost:** \$7,000. CDN\*

Call us to book now at +1-416-221-6792 or email us at [contactus@bcphelp.com](mailto:contactus@bcphelp.com)

\*Plus any expenses to bring consultants on site for “in person” training & consulting