Business Continuity Plan

OFFICEFRONT
personalised communication management

Step 1 - Analysis

In the space below, number and detail each incident or occurrence that could have an affect on your business, whether it means incurring charges or losing potential customers. An example would be bad weather preventing your receptionists from getting to work.

Step 2 - Design

For each numbered incident that you detailed above, come up with a suitable, cost-effective solution to that issue. Referring back to the 'bad weather' example used above, you could take out a Virtual Switchboard Service to prevent loss of business from missed calls.

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Step 3 - Implementation

Using the same numbering for each analysed potential disruption, and the solution to that disruption, detail how you will implement that solution... then go and do it!

Step 4 - Testing

Now it's time to test your plans, if possible. Make sure that your plans work and that your employees are aware of any back-up plans in place.

Step 5 - Maintenance

Once your Business Continuity Plan has been defined, it is highly recommended to schedule time on a regular basis (be it monthly, quarterly, yearly, etc.) to test your back-up plans. This is one of the most integral steps as without maintaining your well-defined plans, they may fail in the event of an actual emergency, and all costs and time spent creating them will be defunct.

For more information on

Business Continuity and Virtual Office Services

visit OfficeFront at www.officefront.co.uk