

The IT Governance *BS25999 BCMS Implementation Toolkit*

BS25999 is best practice for Business Continuity Management, and this toolkit (which is available on <http://www.itgovernance.co.uk/products/2198>) contains all the templates and tools that enable a Business Continuity Manager to quickly and effectively implement a Business Continuity Management System in line with BS25999.

Mandatory BS25999 Documentation

BS25999-2:2007 (the specification) says in clause 3.4.1.1, that the BCMS (Business Continuity Management System) must, as a minimum, contain the documents listed below, together with their references in this toolkit:

- a) the BCM policy, and the scope and objectives of the BCMS (DOC 3.1);
- b) the Business Continuity Planning procedure (DOC 3.2);
- c) the provision of resources; (Roles & Responsibilities)
- d) the competency of BCM personnel and associated training records; (PPT, plus copies of PGs, Guidance for Head of HR, BCMS Role Competencies)
- e) the business impact analysis; (BIA Workbook)
- f) the risk assessment; (Procedure DOC 4.2 and Risk Register DOC 4.3)
- g) the business continuity strategy; (DOC 4.5)
- h) the incident response structure; (within BCMS Strategy DOC 4.5)
- i) business continuity plans and incident management plans (these have to be created, using the Continuity Plan Template plus standard checklists)
- j) BCM exercising; (DOC 4.4)
- k) the maintenance and review of BCM arrangements; (DOC 5.1, DOC MS-1)
- l) internal audit; (DOC MS-1)
- m) management review of the BCMS; (DOC 5.1)
- n) preventive and corrective actions; and (DOC 6.1)
- o) continual improvement (in DOC 5.1 and DOC 6.1)

The BS25999 BCMS Implementation Toolkit contains document templates, tools and references that enable you to quickly and efficiently produce your own tailored versions of all these essential documents in compliance with BS25999-2 (the Specification) and following the guidance contained in BS25999-1 (the Code of Practice). The copyright license contained within this toolkit authorises the use of this toolkit for the creation and maintenance of one BCMS, in one organisation.

Implementation Tools

This toolkit also contains

- a) a gap analysis tool to help identify the areas in which the organisation's current BCMS is in line with the specification contained in BS25999-2 and, therefore, those areas in which additional work may be required in order to create alignment; and

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b) electronic copies of two specialist guides to assist the toolkit user quickly and easily get to grips with key aspects of BCMS implementation. Both of these guides can be purchased singly or in quantities and the purchase and distribution of a quantity of both guides should form part of the education, training and awareness programme developed as part of the deployment of the BCMS. These guides are:

- BS25999 A Pocket Guide (<http://www.itgovernance.co.uk/products/1579>), and
- Business Continuity and BS25999: A Combined Glossary (<http://www.itgovernance.co.uk/products/1586>)

Integration with other management systems

This toolkit is also designed to integrate easily and effectively into other IT Governance Toolkits, including the best-selling ISO27001 ISMS Documentation Toolkit:

(http://www.itgovernance.co.uk/free_trial.aspx)