



MNP

City of Nanaimo

Business Continuity Plan Development: Project Overview

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Presentation Outline

- Background
- Appreciation of Issues and Project Guidelines
- Approach and Work Plan
- Outcomes
- Questions and Discussion

Background

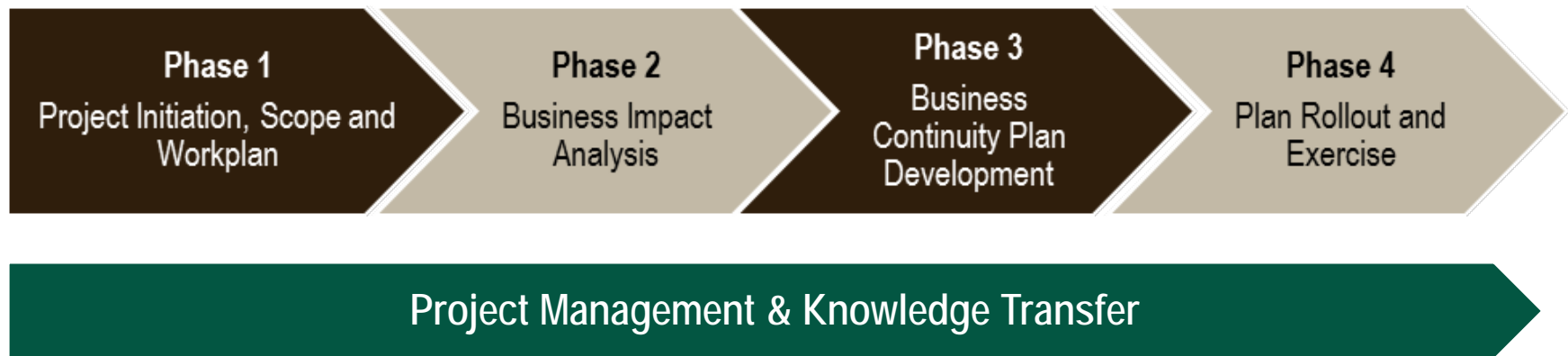
- The City has Emergency Management plans and is prepared to deal with emergencies and major disaster incidents
- Emergency Management plans are functional and continuously being enhanced to increase their effectiveness
- The City recognized that any business continuity plans in place had gaps, were untested and fragmented

Project Guiding Principles

- Leverage existing Plans and Processes where applicable
- Application of industry leading practices, tailored to fit the City of Nanaimo's unique needs
- Respect for the City's staff time and flexible scheduling
- Pragmatic project management, effective project communication, and knowledge transfer

Approach

A four (4) phased project plan, with knowledge transfer integrated throughout



Phase 1: Project Initiation and Work Plan

Tasks

- Project Kick Off
- Review of Existing Documentation
- Develop Project Plan

Deliverables

- Project Plan

Benefits

- Clearly aligned expectations to help ensure that the City's needs for a sustainable BCP are met
- Establishment of protocols that allow the City and MNP to work efficiently together

Phase 2: Business Impact Analysis

Tasks

- Develop and tailor Business Impact Analysis tool
- Facilitate BIA Workshops with the City – approx. 20 x workshops, Director, Manager and where appropriate Supervisors attend
- Validate and Report on Results

Deliverables

- Business Impact Analysis Tools
- Business Impact Analysis Data
- Business Impact Analysis Report

Benefits

- A tailored and repeatable BIA approach
- Facilitated workshops allow for the BIA to be executed with minimum demands on the City's staff

Phase 3: Business Continuity Plan Development

Tasks

- Tailor the Plan Template
- Pre populate BCP Template
- Facilitated Business Continuity Plan Completion Workshops – approx. 20
- Review and Finalize Plan

Deliverables

- Business Continuity Plans down to the Department level

Benefits

- Comprehensive and practical plans developed by those who will execute at time of disruption
- Plans developed with minimum demands on the City's staff

Phase 4: Plan Rollout and Exercise

Tasks

- **Develop Exercise Scenarios**
- **Plan and Conduct Plan Rollout and Exercise**
- **Analyze Results and Prepare Summary Report**

Deliverables

- **Rollout and Exercise Presentation and Participant Sign In Sheet**
- **Summary Report**

Benefits

- **Confirmation of strategies, planning assumptions, and plan details**
- **Preparation of staff for activation and execution of the BCP**

Project Outcome

City-wide Business Continuity Plans that:

- Are integrated with the current Emergency Management processes
- Will assist the City to effectively respond to an emergency or disruption to operations or infrastructure
- Are easy to maintain and update

Questions and Discussion

Thank You

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“When the tide goes out, we’ll find out who’s been swimming without a bathing suit.”

Warren Buffett, July ‘07