

SecureAware®

SecureAware BCP Manual

Applies to SecureAware version 3

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About this document

This manual describes the processes of creating and maintaining a business continuity plan using SecureAware.

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SecureAware BCP

SecureAware BCP helps you collate and maintain all aspects of your company's business continuity plan (BCP). The module allows you to create your own BCP based on the SecureAware template or create your own unique structure and content. SecureAware BCP is an integral part of SecureAware's Compliance Workflow module allowing you to stay fully up-to-date at all times.

Structuring your BCP

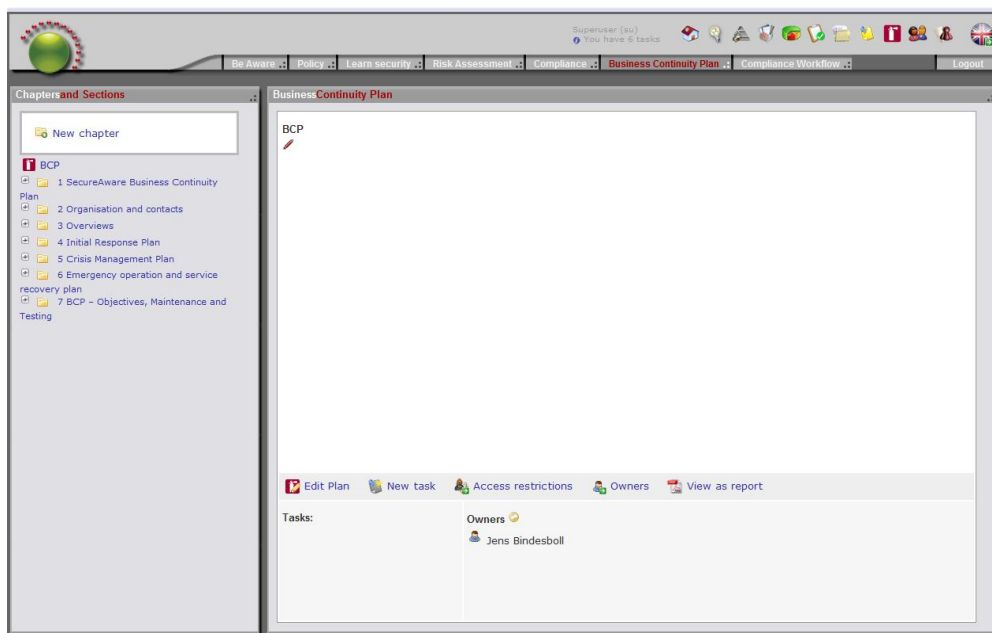
As a default, the SecureAware BCP template is divided into 6 chapters:

- SecureAware Business Continuity Plan
- Organisation and contacts
- Overviews
- Initial Response Plan
- Crisis management plan
- Emergency operations and service recovery plan
- BCP – Objectives, maintenance and testing

Each chapter contains a number of sections dealing with the specific chapter topic. Some of these sections offer information about suggested BCP content whereas others provide templates which could be useful when creating your own BCP, i.e. contact list templates and log templates. Additional suggestions as to what supplementary information/documentation would be worth including are given throughout.

Editing your BCP

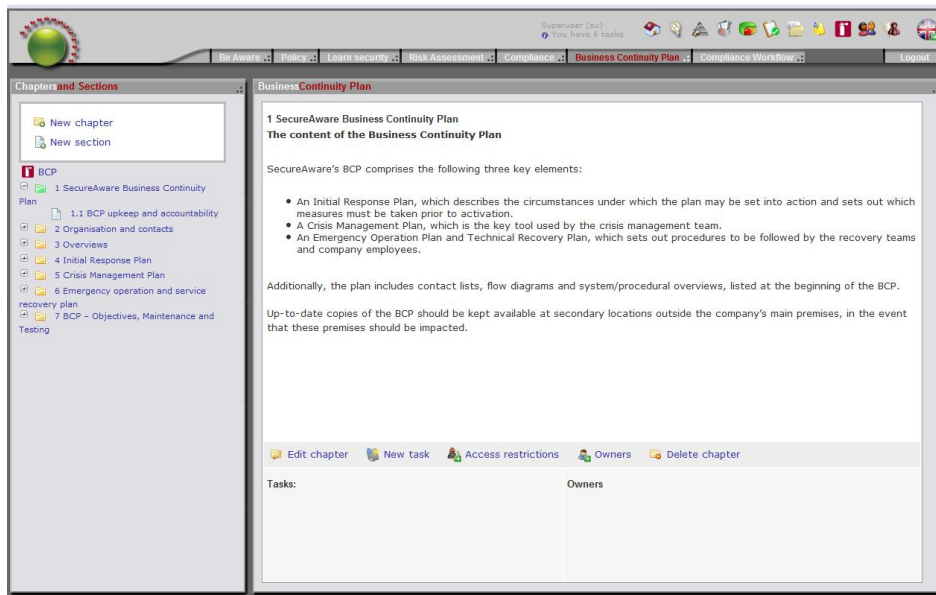
To access the Business Continuity Plan, click on the **Business Continuity Plan** tab at the top of the screen or click on **Shortcuts** on My SecureAware. By clicking on **Tasks and Responsibilities** on My SecureAware, you and your users will be able to view the sections of the BCP for which you are responsible and all related tasks.



On the left, you will see the BCP structure with chapters, sub-chapters and sections. By clicking on a chapter or section name you can view its specific contents (shown on the right of the screen). To begin adding your own information, click on either **New Chapter** or **New Section** at the top left of the screen.

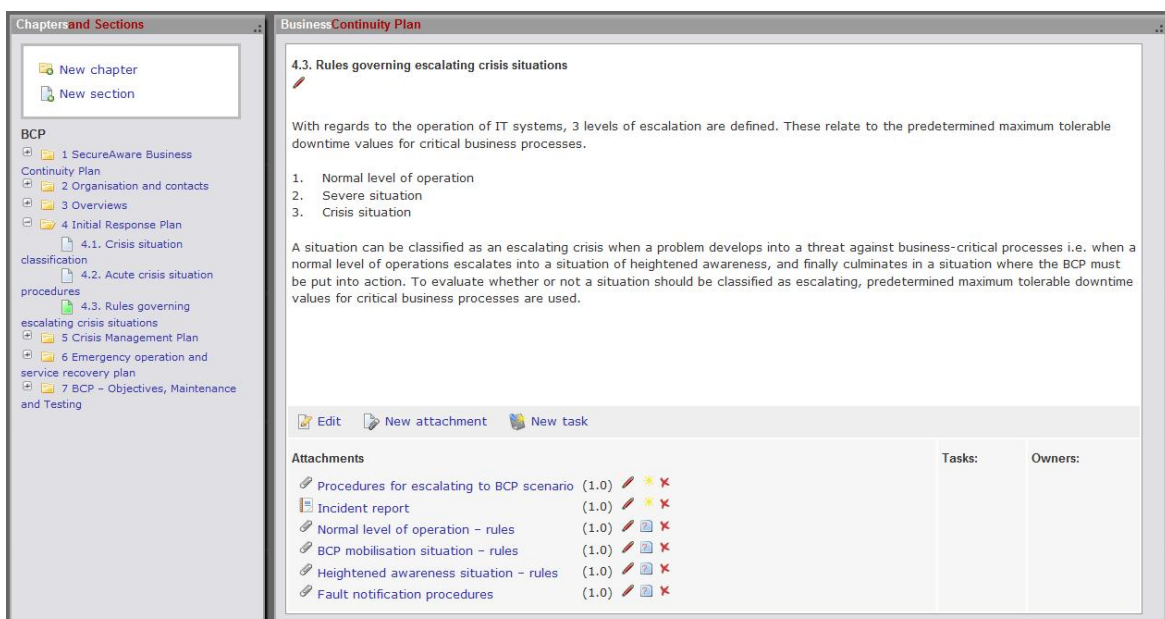
Editing chapters

Often, the chapters in SecureAware BCP contain little content. They, instead, function as 'group folders' for the many sections. To create a new chapter, click on **New Chapter** at the top left. To edit a chapter, select the chapter from the list and then select **Edit** at the bottom of the screen. You can now rename the chapter and alter its contents. If you wish to change where the chapter is placed, use the drop-down menu **Place in chapter**. Use the menu **Show chapter after this chapter** to rearrange within a parent chapter. Chapter access rights are described in "Access rights".



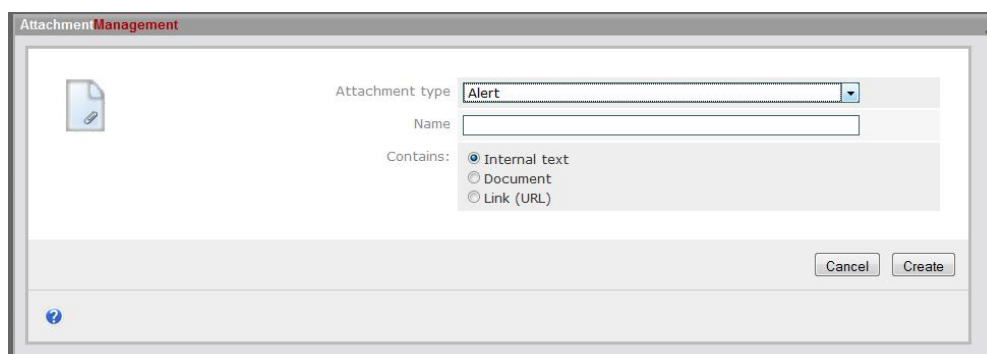
Editing sections

By selecting **New section** at the top of the screen, you can create your own section. Click on the section you wish to edit in the left hand list. Now click **Edit** at the bottom of the screen. You can now rename the chapter and alter its contents. Using the drop-down menu **Place in chapter** at the bottom of the screen, you can change the chapter under which the section is listed. By now clicking on **Show section after this section**, you can reposition the section within a chapter. Click on Owner to allocate it to specific users. To save changes, remember to click **OK**.

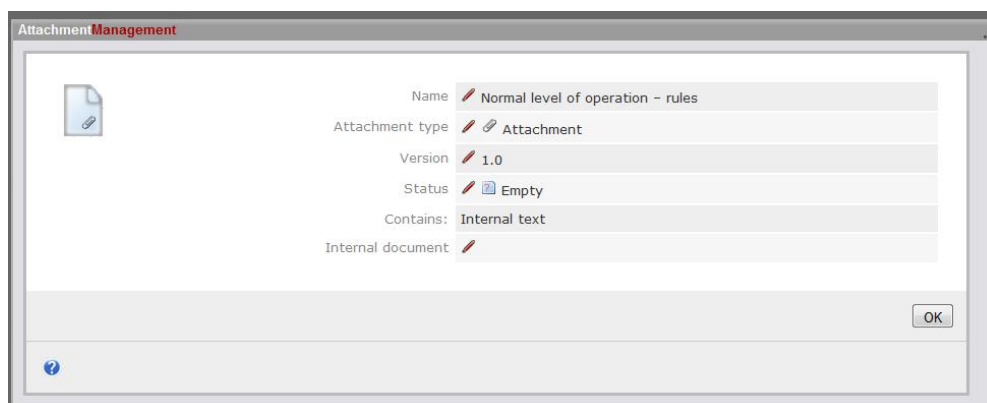


Attachments

Relevant documents, which are important for inclusion in the BCP, can be added by clicking on **New Attachment**. Select the type in the **Attachment type** drop-down menu (managing attachment types is described later) and enter a name. Now select the **Attachment contents** drop-down menu and state whether an attachment contains internal text (documents which can be opened in SecureAware), a document in SecureAware’s document database, or a link (URL). Click **Create** to save.



You now have the option of entering a text (for internal documents), finding a document (in the document database or elsewhere), or entering a URL (for links). You can also opt not to include content in an attachment. In this case, leave the attachment status listed as ‘Empty’.



SecureAware includes a number of attachments. Some are templates, with the status ‘New attachment’, and others are empty (suggested attachments) with the status ‘Empty’.

When an attachment is updated, it is recommended that you change the version number. To do so, click on the edit pencil next to **Version**.

Maintaining the validity of your BCP

If your company has a valid Compliance Workflow module, you can tailor SecureAware to automatically send emails to those responsible for updating or contributing to the company BCP to ensure that it is always up-to-date and valid. Further guidelines are available in the In the Compliance Workflow manual. The following is an example of how you can create an update tasks within the BCP.

Select a section you wish to update and click on [New task](#). If you have created a template, use this. In the example shown here, a template is not used. Start by selecting Update. You can now view, add or alter the following:

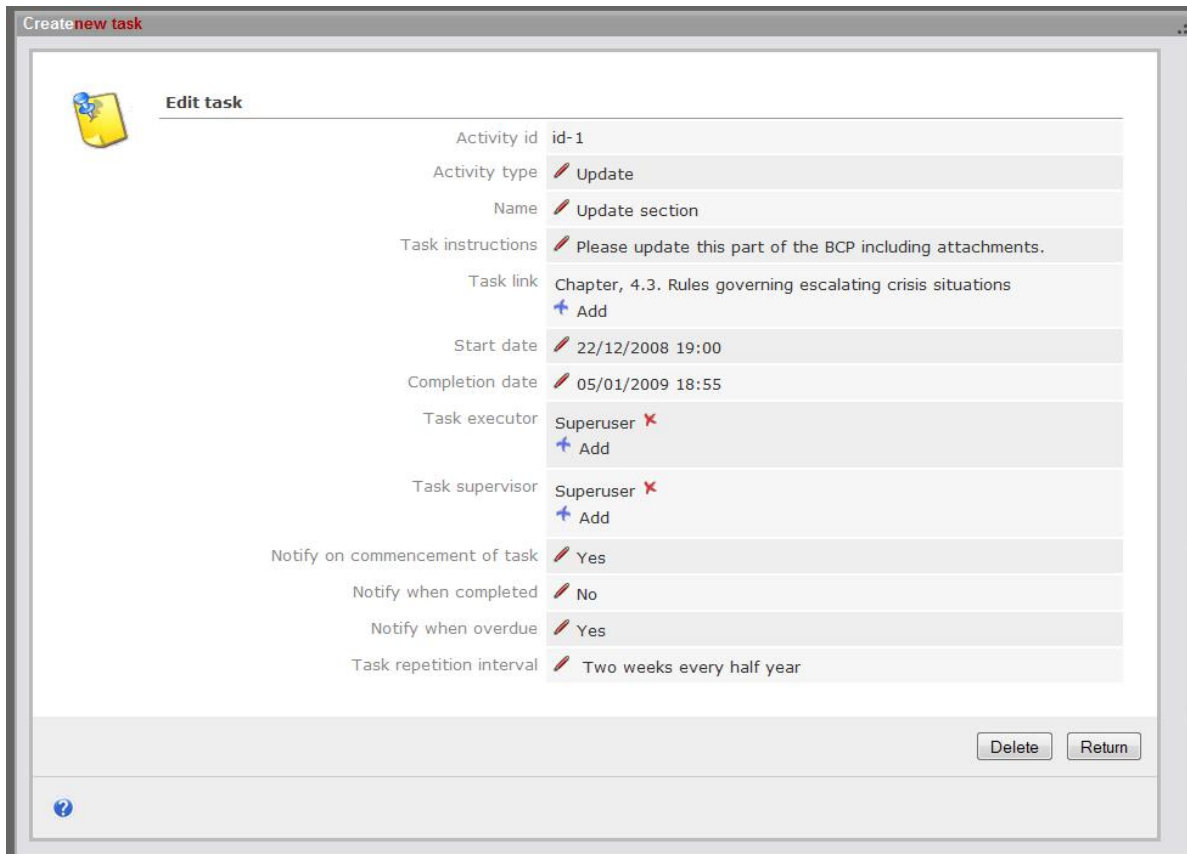
Name:	Activity name
Task instructions:	Instructions for the delegated user.
Task link:	Refers back to the part of the BCP.
Start and completion date:	The user can carry out the task between these given dates.
Task executor:	Then person or persons responsible for carrying out the task. As a default, the section 'owner' is selected.
Task supervisor:	(Optional). The person with ultimate responsibility for this section of the BCP.
Notify on commencement of task:	If 'yes' has been selected, the user will receive an email when the task is opened.
Notify when complded:	If 'yes' has been selected, the user will receive an email when the task is completed.

Notify when overdue:

If 'yes' has been selected, the user will receive an email if the task has not been completed within the deadline.

Task repetition interval:

Set the frequency for how often a task must be repeated and limit the time a task can be 'open'.




The screenshot shows a 'Create new task' dialog box with the following configuration:

Field	Value
Activity id	id-1
Activity type	Update
Name	Update section
Task instructions	Please update this part of the BCP including attachments.
Task link	Chapter, 4.3. Rules governing escalating crisis situations Add
Start date	22/12/2008 19:00
Completion date	05/01/2009 18:55
Task executor	Superuser Add
Task supervisor	Superuser Add
Notify on commencement of task	Yes
Notify when completed	No
Notify when overdue	Yes
Task repetition interval	Two weeks every half year

Buttons: Delete, Return

Once you have set your completion parameters you can click on return to go back to the section. The task will now appear listed under **Tasks** in the section.

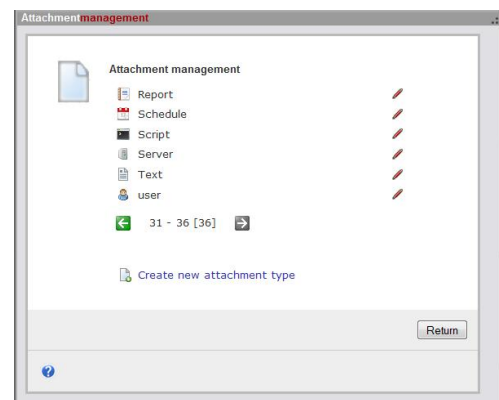
Administration and management

Reports, attachment types and imports/exports are managed from the Management page. Click on  in the top right corner. This is where you delete or create/import more plans. Please note that the number of allowed plans is controlled by the license. You can have one plan per BCP manager.

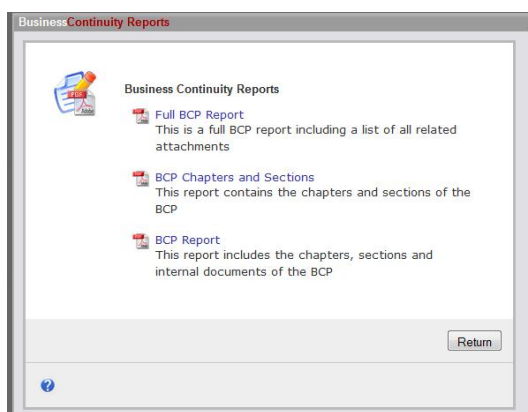


Attachment types

Create your own attachment types by clicking on **Attachment Management**. From here, you can view the contents of the various attachment types. You can rename these, enter a description and attach a template which will be then used as standard when this type of attachment is selected in a section. New attachment types can be created by clicking on **Create new attachment type**.



Reports



If you want to print out your BCP in report form, click **BCP reports** to print out the plan or parts of it or click on **Report types** to create or edit an existing report format.

Import and export

With any BCP, it is prudent to copy an example to a SecureAware installation at a secondary or offsite location.

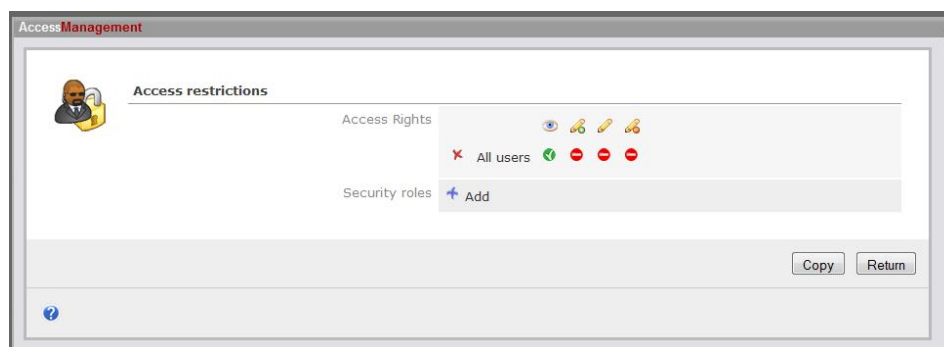
To export, click on **Export BCP** and select the location at which you wish to store your backup BCP copy. The BCP will be exported to a .zip file containing:

1. The BCP as a PDF file
2. A .saf file (SecureAware file) for import into another SecureAware installation
3. All related attachments

To import, click on **Import BCP**, find the exported file, and click **Send**.

Access rights

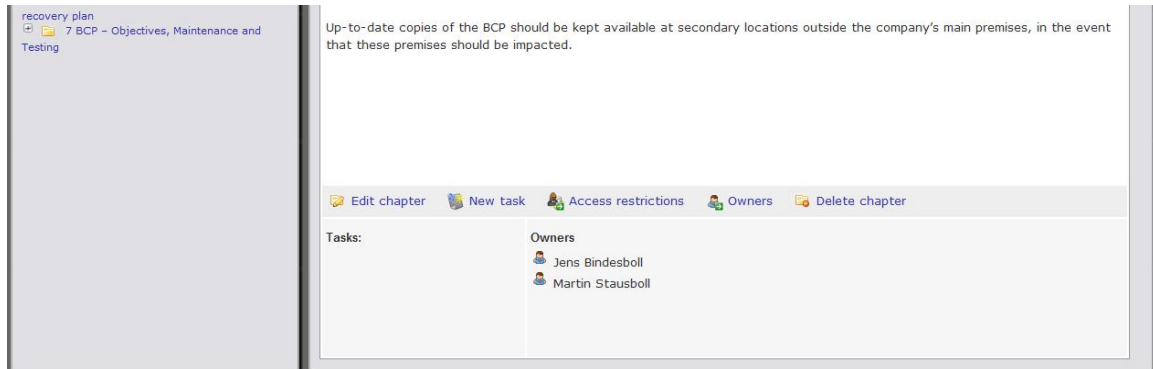
As a default setting, all users have rights to read the contents of your BCP. Super Users, and users allocated the roll of ‘Business Continuity Manager, have full administration rights i.e. read all, edit all and delete. Access rights are allocated and edited by clicking **Access restrictions** at the bottom of the page . Click Add, find the role and click OK. Now, you can activate read, edit and delete user rights for the selected role.



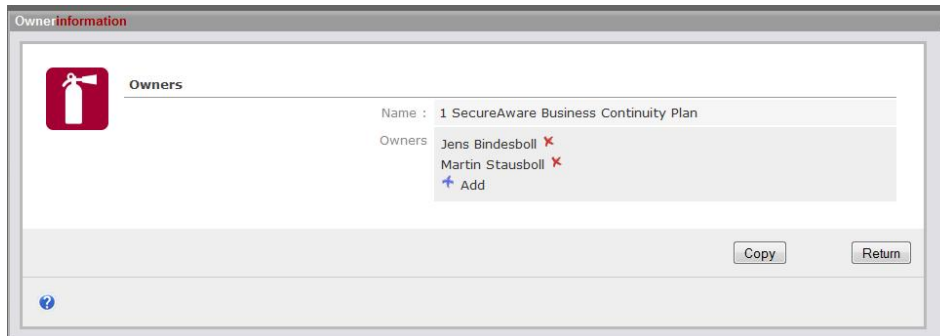
Click **Return** to return to the BCP or **Copy** to let all subchapters and –sections inherit these access rights.

Owners

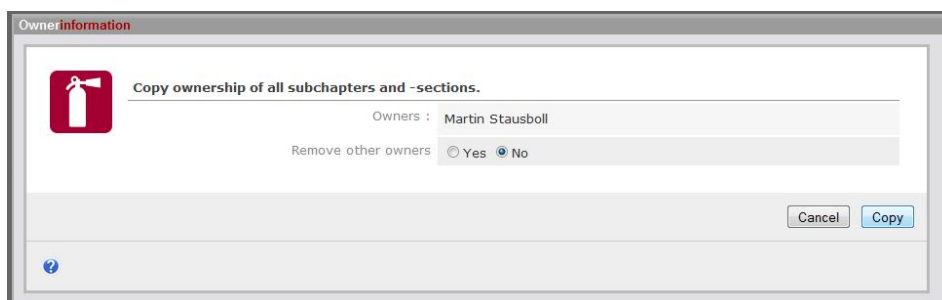
To assign ownership of (a part of) the BCP, click **Owners** at the bottom of the page.



Click **Add** to select an owner.



If you want to grant the user ownership of all sub chapters and sections, click **Copy**. First select whether or not you want other owners (of subchapters and -sections) to be removed. Then click **Copy** to copy owners.



Contact Information

- Further information is available by contacting Neupart

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