



## Proper planning and prevention

Business Continuity Management (BCM) is an established management process that aims to improve an organisation's chances of surviving a disruption. It is particularly concerned with developing organisation-wide resilience, allowing an organisation to continue to trade despite loss of part or all of its operational capability or supply chain.

Mataco is an IT system developed by Savant, in partnership with experienced Business Continuity practitioners, to offer full support for the full BCM process. It provides a flexible database repository in which to record, maintain, exercise and review all the plans required for an effective, robust, and complete implementation of BCM. Mataco holds all the evidence required to demonstrate compliance with standards such as BS25999.

*“While no plan can guarantee success, inadequate plans are proven contributors to failure” - US Department of Homeland Security*

### A scalable solution for organisations large or small

Mataco's unique design combines the ability to support the depth and complexity required for the implementation of BCM in large corporations, with a straightforward approach that enables smaller companies to use the product efficiently.

### Web enabled for high availability

As a web enabled system, Mataco can be externally hosted to provide high availability and remote access from any location with an internet connection. This also enables the system to be embedded into other web applications such as an Internet or Intranet portal.

*“The key benefits of utilising a software tool include ease of analysing results, storage of information and potentially reporting of the result” – Business Continuity Institute*

### Security & Control

All documents produced from Mataco are in PDF files. This means that once a document has been created, its content cannot subsequently be amended without the creation of a new version. Mataco automatically records the document control information for all documents produced, creating an easy to follow audit trail together with current status reporting.

### Protection from malicious attack

Security is provided in Mataco through the allocation of roles to individual users and by assigning system privileges to roles. User password management is comprehensive with standards set for minimum length and re-use. Mataco protects the information held in the repository from malicious attack from unauthorised users attempting to gain access via the Internet.



### Mataco portability

All plans created from Mataco are in PDF format which can be stored and accessed from anywhere. This means you no longer have to carry around large paper plans, folders or laptops in order to respond to incidents. A handheld device that can view PDF files is all that is required.

### 'Slice & Dice' vital information

The flexible design of Mataco allows you to view information held in the database repository in any configuration, and to report on, and produce plans for any selected set or specified combination of data recorded in the database.

### A flexible BCM system that meets your needs

Mataco enables specific BCM responses to be produced for a specific set of circumstances rather than having to use rigid pre-defined structures. The flexibility of our design allows for:

- User defined data fields to suit individual requirements
- A help system that allows users to extend the on-line help provided to capture local BCM knowledge to suit the organisation's needs
- A report wizard to allow users to specify their own individual reports
- An upload facility where users can add external objects like pictures, diagrams or maps into their plans
- User defined document and plan content

### Supporting standards and guidelines

From the outset, Mataco has been designed in conjunction with experienced BCM Practitioners to provide an easy to use system that supports international standards and guidelines for BCM such as:

- **BCI's Good Practice Guidelines**

Mataco has been designed to provide support for the Business Continuity Institute's Good Practice Guidelines, which give an overview and guidance on good practice covering the whole BCM life cycle.

- **BS 25999**

Mataco also supports the BCM process as specified in BS 25999 part 1, and enables the production of all the documentation specified in BS 25999 part 2 that is required for a Business Continuity Management System (BCMS). When combined with its planning and reporting capabilities, Mataco enables organisations to track their progress towards BS 25999 compliance.

*BS 25999 "Provides a common framework, based on international good practice, to manage business continuity" – BSi British Standards*

#### Innovation in software and information systems

For over 25 years, the team at Savant has devoted time, energy and resources to developing innovative software and information systems. We're the driving force behind many community-based projects – from keeping the nation's blood supply moving, to ensuring our town centres are safer, cleaner and more welcoming. By working with industry experts we ensure every piece of software we create is designed and tailored to suit the specialist needs of the sector it serves.