

Business Continuity Exercises

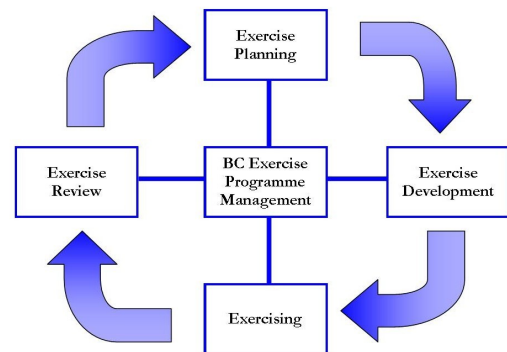
Merrycon recommends that every organisation undertakes a regular programme of exercises to ensure the effectiveness of its Business Continuity Management (BCM) capability, and to support this recommendation provides its clients with a Business Continuity Exercise service.

The exercise programme should start simply with walk-throughs and desk-based exercises building up to more complex technical exercises before leading on to a full scale rehearsal, if required.

Exercise Programme

Merrycon will work with a client to develop a suitable exercise programme, and for each exercise manage and undertake its four stages. The purpose of the exercise programme is to ensure that the:

- Information held in the client's plans is verified
- Client's plans are rehearsed
- People responsible for using the plans are exercised



Exercise Planning

Planning an exercise entails:

- Setting the objectives
- Determining the type of exercise
- Identifying the participants
- Analysing the risks
- Preparing a plan

Exercising

Undertaking the exercise itself entails:

- Setting up and managing the logistics
- Briefing the participants
- Presenting the scenario
- Running through the script
- Controlling and managing the event

Tips for success include:

- Setting clear objectives
- Using realistic scenarios and scripts
- Being flexible with scripts
- Having fun

Exercise Development

Developing an exercise entails:

- Creating a scenario
- Writing a script
- Testing the scenario and script
- Preparing materials
- Liaising with third parties

Exercise Review

Reviewing an exercise entails:

- Conducting a hot de-brief
- Undertaking a formal review
- Making recommendations for improvement
- Producing a report
- Implementing the recommendations

Don't:

- Have too many objectives
- Try to be clever or make people look stupid
- Make the script too complex
- Try to do too much