

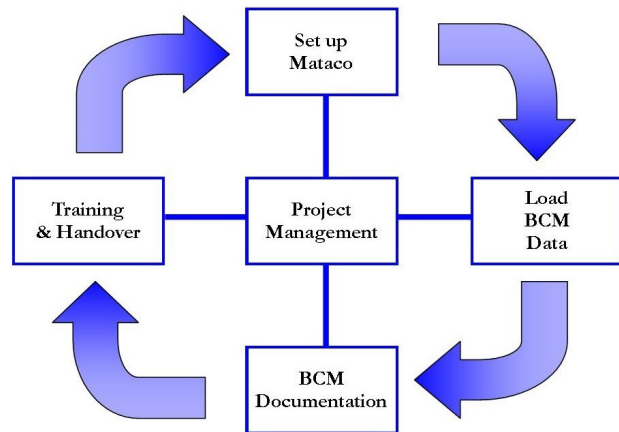
Mataco Implementation

Mataco, the web-based Business Continuity system from Savant (www.savant.co.uk) was developed and designed in partnership with Merrycon, which offers an implementation service to organisations that have selected the software to support their Business Continuity Management (BCM) programme.

Project Management

Merrycon undertakes the implementation of Mataco as a formal project in four stages:

- Set up - the set up of Mataco for the client
- Data Load - the loading of the client's existing BCM data
- BCM Documentation - the set up of the client's BCM documentation
- Training - the training of the client's staff and the handover to the client



Data Load

The client's existing BCM data is extracted from the systems in which it is currently held (more often than not this is in Microsoft Office files), and loaded into pre-designed Excel files for loading into Mataco. This data can include:

- Organisation hierarchy
- Functions (activities)
- Products, Services, and Processes
- Resources
- BC Strategies and Options
- People and skills
- Recovery requirements

BCM Documentation

Mataco provides an extensive and customisable range of BCM documentation that needs to be set up. These documents will include:

- BCM Policy
- Plans - Incident Management Plans, Business Continuity Plans etc.
- Reviews of the implementation of the BCM process
- Reports on the BCM data
- Exercises - details of the exercise programme and the results of exercises
- BS 25999 documents

Merrycon will provide a fixed price quotation for the implementation of Mataco, which will depend on the size and nature of the client, the extent and format of its existing BCM data, and the BCM documentation that needs to be produced from the system.

