**SIMPLE CONTINGENCY PLAN**

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| **1. BUSINESS IMPACT ANALYSIS** | During this phase, you will assess potential impacts that could harm your business, and you will create a Business Impact Analysis (BIA). Review the BIA with senior management and key stakeholders to ensure visibility. |
| **2. RECOVERY STRATEGIES** | Identify and document all resource requirements based on the BIAs you completed in the previous step. Determine a plausible recovery strategy based on the needs of the business and the BIA, and document and implement those strategies. |
| **3. PLAN DEVELOPMENT** | Develop the framework for the contingency plan; establish and organize the recovery teams; and develop a plan of relocation in the case of disruption or disaster. Create a thorough business contingency plan (BCP) and IT disaster recovery plan, and document all in a flexible, circulating document. Gain upper management approval upon completion. |
| **4. TESTING & EXERCISES** | Create a test plan and subsequent exercises that the business can perform to ensure that the business contingency plan works successfully. Update the BCP as needed based on the tests and exercises. |