



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Guidelines for Reviewing a Business Continuity Plan

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BCP Review Process Guidelines – BCP&M

All areas are required to demonstrate that they have annually reviewed their most current Business Continuity Plan (BCP). The review process guidelines below should be used to assist you in reviewing your BCP. The review process is to occur 6 months from the date of every BCP Table Top Exercise.

OPERATIONS

- Has your area added any new physical or operational locations and or equipment that need to be included in the plan?
- Have there been any process changes that need to be included?
- Have the priority levels of any documented business functions changed?
- Have any key contacts outside of your area changed?
- Is the contact information up-to-date for existing key contacts?
- Has your area updated information on resources needed to resume each business function?

PEOPLE

- Have there been any staffing changes in your area?
- Does your area's contact list need to be updated to reflect new staff personal/emergency contact information?
- Are the right responsibilities assigned to the right staff?

PLAN DETAILS

- Are any documents attached to your area's BCP up-to-date?
- Should additional documents be included with your area's BCP?
- Does the updated plan reflect lessons learned from any disruptions experienced in the past 12 months?

MANAGING CHANGES & COMMUNICATION

- If after going through the above process you identify any changes, your current BCP should be updated then reviewed and approved by your Dean of Faculty/Head of Division.
- Upon approval, the updated BCP should be uploaded to google drive replacing the current BCP. Paper copies will also need to be replaced with current copies discarded to avoid confusion.
- Lastly, key staff in your area should be made aware of any changes to the BCP and should be reminded where the plan is located.