

BCP

From inception to implementation

Why?



- PNSC Building
Karachi, 2007
- Bahiria Complex 1
Karachi, 2008
- Executive Tower
Karachi, 2008
- Harbour Front
Karachi 2008,2012

BCP Definition

Business Continuity is the process of planning to ensure that an organization can survive an event that causes interruption to normal business processes

Note: As per BS 25999 Standard

IT DRP

The goal of IT Disaster Recovery Plan is to provide a level of assurance that the critical systems at the Data Centre will continue in the event of an accident

Engro Corporation Company Structure

- Harbour Front Building, Karachi (6 Floor)
- Engro Plants (9 Plants Country wide)
- Regional Offices across Pakistan

Case Study

- In Scope
 - All office buildings and Marketing Offices
- Out Scope
 - Core Plant Sites

Project Initiation

- Board and Management Committee Mandate
- Executive Sponsor
- Project Team
- Project Coordinator
- External Consultants

3 Major Activities in BCP

- Business Impact Analysis (BIA document)
- Risk Assessment Plan of Critical Business Process (BP RAP document)
- Business Continuity Plan with Disaster Recovery Plan (BCP & DRP document)

IT DRP

- IS dept. is a shared service for Engro Affiliates
- Selection of DR Site
- Technical Capability for Backup and Recovery of Core Business Applications
- Determination of RTO – Recovery Time Objective and RPO – Recovery Point Objective
- Testing and Validation

Creation of BCP

- Manual
 - Buy in of dept Managers on critical documents, core resources and business processes
 - Documenting all of the above
 - Sign off from each area
 - Manual consolidation

Presentation of BCP to Management Committee

- High level over view of manual
- DR Sites (both for IT and Non IT functions)
- Org Charts
- Implementation Plan
 - BCP Committee formed of executives (Senior Management)
 - Dedicated BCP Project Manager and Coordinator assigned for the project
 - BCP Core Team formalized to meet monthly, and give updates to BCP Committee quarterly

Implementation Plan.....Cont'd

- BCP Consultants involved to draft the document
- BCP Manual prepared (Threat and Risk Assessment, Business Impact Analysis, Minimum Operating Requirements using BS 25999 standard) and rolled out in house by the team
- Disaster Recovery Site prepared
- Conducted trainings to Core Team including drill handling
- Conducted BCP awareness Program to all
- Mock Drills , Audit, Gap Analysis with Action Plan
- Call Tree
- Closure Report to the management

Training & Roll Out

- Site Training
- Plant Office Training
- Office Training
- Conducted Training session for Fertilizer Employees (300 employees)

Mock Drill

- Office Site
- Plant Site
- Remote Locations

What was not covered in this project?



Note: Plant BCP is covered in Crisis Management plan (part of our HSE Manual)

Project Timelines (Planned VS Actual)

Project was divided in 2 phases (6 months VS 1.5 Years Project)

- ❑ Phase 1 – BCP Manual drafting (3 months VS 6 months)

- ❑ Phase II – BCP Implementation (3 months 1 year)

Now the BCP is operational with over all responsibility to the CFO of the company

Next Steps

- BCP is a living document
- Mock Drills
- Audits