

# **Business Continuity Plan (BCP)**

## **[insert name of Service/Team]**

Date of publication: [Add date]

Version number: [Add and update with every change]

Plan owner: [Add name and contact info]

# Business Continuity Plan [Service Name]

## 1. Introduction

### Objectives of the Plan:

This plan outlines the response of [Service Name] in the event of an app failure, which may result from a variety of disruptions such as system outages, network failures, or other unforeseen issues. It details who is responsible, the actions required, and how service impact will be minimised to ensure continuity of operations.

## 2. Service Impact and Recovery Plan

Area	Details
<b>Impact on Services</b>	<i>[Describe the potential impact on service delivery, including delays, reduced capacity, or alternative procedures to be followed.]</i>
<b>Mitigation</b>	<i>[Define how the impact will be mitigated, such as using backup systems, manual processes, or reallocation of resources.]</i>
<b>Resources Needed</b>	<i>[Identify any tools, personnel, or support services required to implement the recovery plan.]</i>

## 3. Communication Plan

Questions	Details
<b>Has this plan been communicated to all staff and services?</b>	<i>[Ensure that the plan has been fully communicated to relevant teams and staff members.]</i>
<b>How was this plan communicated?</b>	<i>[Specify the channels used to inform staff (e.g., email, team briefings, and intranet).]</i>