**Project Checklist for ISO 22301 Implementation**

|  |  |  |
| --- | --- | --- |
| **Implementation phases** | **Tasks** | **Done** |
| *Obtain management support* | Research which benefits of ISO 22301 would be applicable to your company |  |
| Present the benefits to the management and get their commitment  |  |
| Get formal approval for the project |  |
|  |  |
| *Prepare for your project* | Decide whether you are going to use consultants or you will be using documentation templates |  |
| Purchase the ISO 22301 standard |  |
| Educate your project team |  |
| Write the project plan including the definition of project manager, project team, project sponsor, required resources and milestones |  |
| Define which stakeholders need to be informed about each step in the project |  |
| Organize kick-off meeting |  |
|  |  |
| *Identify requirements* | Identify interested parties |  |
| Identify the requirements of interested parties |  |
|  |  |
| *Define the scope, management intention and responsibilities* | Write the Business Continuity Policy |  |
| Decide on the business continuity objectives |  |
|  |  |
| *Implement support procedures* | Write procedure for document control |  |
| Write procedure for internal audit |  |
| Write procedure for corrective action |  |
|  |  |
| *Identify risks of disruptive incidents* | Develop the risk assessment methodology |  |
| Perform risk assessment |  |
|  |  |
| *Identify continuity priorities and objectives* | Develop business impact analysis methodology |  |
| Perform business impact analysis questionnaires |  |
|  |  |
| *Determine priorities, required resources and mitigation* | Business continuity strategy |  |
| Risk treatment plan |  |
| Preparation plan |  |
|  |  |
| *Define business continuity procedures* | Business continuity plan(s) |  |
| Incident response plan(s) |  |
| Recovery plan(s) |  |
| Transportation plan(s) |  |
| Communication procedure(s) |  |
|  |  |
| *Perform training and awareness programs* | Training and awareness plan |  |
| Perform training for all employees who lack required skills |  |
| Perform awareness programs for all employees and third parties that have a role in your BCMS |  |
|  |  |
| *Exercising and testing* | Exercising and testing plan |  |
| Exercising and testing report |  |
| Corrective actions |  |
|  |  |
| *In case of disruptive incidents* | Post incident review |  |
| Corrective actions |  |
|  |  |
| *Regular review of plans and business continuity arrangements* | Maintenance and review plan |  |
| Corrective actions |  |
|  |  |
| *Measure the BCMS* | Measure if you have achieved the objectives set for your BCMS |  |
|  |  |
| *Perform internal audit* | Develop the audit program |  |
| Perform internal audit(s) |  |
| Write an internal audit report |  |
| Perform corrective actions |  |
|  |  |
| *Perform management review* | Perform management review |  |
| Maintain records from management review |  |
| Perform corrective actions |  |
|  |  |
| *Certification audit* | Obtain proposals from several certification bodies |  |
| Select the certification body |  |
| Stage 1 certification audit |  |
| Stage 2 certification audit |  |
| Surveillance visits  |  |
|  |  |