Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Prepare full set of business continuity planning documentation
2. Code	ITSWIS520A
3. Range	Prepare full set of BCP (Business Continuity Planning) documentation tailored for software development and services [Information Security – Business Continuity Planning]
4. Level	5
5. Credit	2
6. Competency	<table><tr><td>6.1 Understand BCP documentation requirement</td><td><u>Performance Requirement</u> Be able to • identify the critical information that must be included in BCP documentation • master all key components of BCP documentation</td></tr><tr><td>6.2 Develop BCP documents</td><td>Be able to • work with all parties within organization to comply with the mandatory BCP requirements on the necessary processes as baseline services during an incident • categorise related information under various categories such as Facility, People, Hardware, Software and Supplies • present the recovery procedures in a coherent manner</td></tr><tr><td>6.3 Archive and maintenance</td><td>Be able to • archive and maintain the plan in an easily accessible location • maintain suitable version control on documentation</td></tr></table>
7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to prepare the full set of BCP documentation with proven recovery procedures and version control.
Remark	