

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

1. Title	Develop business continuity plans and disaster recovery plans related to IT	
2. Code	ITSWSM609A	
3. Range	Develop business continuity plans (BCPs) and disaster recovery plans (DRPs) of the organization related to its IT [Strategic Management – Contingency Management]	
4. Level	6	
5. Credit	7	
6. Competency	<p>6.1 Have knowledge of different types of plans related to IT</p> <p>6.2 Integrate the contingency planning at all phases of the computer system life cycle.</p> <p>6.3 Prepare contingency planning policy</p> <p>6.4 Understand the business impact and preventive controls</p>	<p><u>Performance Requirement</u> Be able to</p> <ul style="list-style-type: none"> ▪ list the purpose and scope of different types of contingency-related plans <ul style="list-style-type: none"> ➢ Business Continuity Plan (BCP) ➢ Business Recovery (or Resumption) Plan (BRP) ➢ Continuity of Operations Plan (COOP) ➢ Continuity of Support Plan/IT Contingency Plan ➢ Crisis Communications Plan ➢ Cyber Incident Response Plan ➢ Occupant Emergency Plan (OEP) ▪ describe the interrelationships among these various types of contingency-related plans and how the various plans relate to each other <p>Be able to associated the contingency planning to the activities in the system life cycle including initiation phase, development/acquisition phase, implementation phase, operation/maintenance phase and disposal phase for reducing the overall contingency planning costs, enhances contingency capabilities and reduces impacts to system operations</p> <p>Be able to develop contingency planning policy including</p> <ul style="list-style-type: none"> ▪ identify statutory or regulatory requirements for contingency plans ▪ develop IT contingency planning policy statement ▪ obtain approval of policy ▪ publish policy <p>Be able to conduct business impact analysis including the following steps</p> <ul style="list-style-type: none"> ▪ identify critical IT resources ▪ identify outage impacts and allowable outage times ▪ develop recovery priorities ▪ identify preventive controls and integrate into system architecture including uninterruptible power supplies, air-conditioning systems, fire suppression system, water sensors, heat resistant and waterproof containers for backup media and vital non-electronic records, frequent, scheduled backups

	<p>6.5 Develop contingency plan professionally</p> <p>6.6 Make estimate on the cost involved for a recovery process</p>	<p>Be able to prepare contingency plan for recovery strategies including</p> <ul style="list-style-type: none"> ▪ recovery methods including backup methods for data, alternate site arrangement including cold sites, warm sites, hot sites, mobile site, mirrored sites ▪ a Contingency Planning Coordinator ▪ the roles and responsibilities of each official during recovery process ▪ recovery strategy <p>Be able to</p> <ul style="list-style-type: none"> ▪ calculate the cost implication of each alternative with professional judgement ▪ summarise the estimates and check for within planned budget ▪ notify management on variance calculate the cost implication of each alternative
7.Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) develop a detailed and effective contingency plan for a disaster recovery; (ii) implement the preventive measures; and (iii) list the steps for disaster recovery.	
Remark		