

# Business Continuity Workshop

If your business went down today, would your teams know what to do?



## Quest's BC Workshop offers:

### Expert Insight and Consultation

If it's been more than a year since the last update to your business continuity plan, if you're relying on fragments of a policy to carry you through a crisis, or if you're trying to build one for the first time, consider a Business Continuity Workshop with Quest. We'll work with your staff to:

- Start or enhance your plan and emergency procedures
- Form nimble recovery teams
- Develop a communications plan to alert key stakeholder groups
- Identify key business processes
- Reconcile potential employee displacement
- Plan for maintenance and testing
- Create an effective command center
- Meet regulatory requirements
- Prioritize and protect critical business processes that keep your business operating

Our experts will work with you to identify gaps in processes or misaligned procedures and define a plan to return to normalcy if and when a disaster occurs.

### Custom Recommendations

Your BC plan augments your disaster recovery and risk management efforts – so your Workshop recommendations will focus on the people, policies, and procedures necessary to ensure a reduced response time, an agile and well-practiced recovery team, and an unscathed reputation.

### A Plan for Proactivity

Whether you're starting from scratch, working with existing policies and procedures, or looking to update an outdated plan, Quest can help. Get started with a BC Workshop and enable your organization to master any disaster.

**REQUEST YOUR  
WORKSHOP HERE**

Email [programs@questsys.com](mailto:programs@questsys.com)

## WORKSHOP DETAILS

### Date/Time

What works for you and your team? Depending on your availability and requirements, we can meet with you as soon as possible, or in the near future.

### Location

The BC Workshop can be conducted onsite at your location or at Quest's Roseville, CA office.

### Recommended Attendee Titles

If you are not the business owner and/or key decision maker, please ensure they are present; business operations/decisions are directly tied to technology requirements for most organizations. We also recommend having these key team members present:

COO    CEO    CRO    CIO    CTO  
CAO    CCO    Department Managers  
Risk or IT Governance Committee Members

### Preferred Documentation to Review

We recommend having the following items ready to review for this Workshop, if they are available:

Organization Chart                      Network Drawings  
Current DR and/or BCP Policies  
Latest Audit and/or Testing Results  
Crisis Management Policies and/or Procedures

### Timeline at a Glance

**Pre-Workshop:** Scheduling kickoff call, establishing priorities

**Kick-Off Call:** Introductions, agenda, expectations

**Workshop:** Conduct a one-day, on-site Workshop

**Final Review:** Quest provides Executive Summary including recommendations and action items

**How can we help?®**

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