

My Business Continuity Plan

BCP Overview Worksheet

This worksheet is a tool that reminds you about the information you'll need to complete a **BCP Overview** using the web application, **My Business Continuity Plan**. As you move through the application, you'll be answering multiple choice questions as well as 'fill in the narrative' style questions.

Consider using this worksheet to jot down notes about the topics that will be covered in the BCP Overview.

1. identity of the person or team that will be responsible for reviewing and updating your BCP
2. The purpose/scope of your BCP
3. Mission-critical functions and activities that must continue during a period when normal operations aren't possible

