

7.0 Plan Maintenance

It is necessary for the BCP updating process to be properly structured and controlled. This would include an evaluation of the Disaster Recovery Plan (IT Plan) for potential change due to the dynamic nature of the threat population and system configuration. Plans will have a formal review yearly conducted in April and/or May.

Whenever changes are made to the BCP they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalized change control procedures under the control of the BCP Team Leader.

The following form should be used for the request and approval of such changes. Following approved changes to the plan, it is important that the BCP leader, BCP recovery team, Executive Sponsor and the IRM are kept fully informed.

[Return to Table of Contents](#)