**Project Checklist for ISO 22301 Implementation**

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| **Implementation phases** | **Tasks** | **Documents from toolkit to be used** | **Done** |
| *Obtain management support* | Research which benefits of ISO 22301 would be applicable to your company. | - |  |
| Present the benefits to the management and get their commitment. | - |  |
| Get formal approval for starting the project planning. | - |  |
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| *Prepare for your project* | Write Procedure for Document Control. | 00 – Procedure for Document and Record Control |  |
| Educate your project team. | - |  |
| Write the Project Plan including the definitions of project manager, project team, project sponsor, required resources, and milestones. | 01 – Project Plan |  |
| Define which stakeholders need to be informed about each step in the project. | - |  |
| Organize kick-off meeting. | - |  |
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| *Identify requirements* | Define procedures for identifying interested parties. | 02 – Procedure for Identification of Requirements |  |
| Identify the requirements of interested parties. | 02.1 – List of Legal, Regulatory, Contractual and Other Requirements |  |
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| *Define the scope, management intention, and responsibilities* | Write the Business Continuity Policy. | 03 – Business Continuity Policy |  |
| Decide on the business continuity objectives. | 03 – Business Continuity Policy |  |
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| *Identify risks of disruptive incidents* | Develop the risk assessment methodology. | 04 – Risk Assessment and Risk Treatment Methodology |  |
| Perform risk assessment. | 04.1 – Risk Assessment Table |  |
| Perform risk treatment. | 04.2 – Risk Treatment Table |  |
| Write the Risk Assessment & Treatment Report. | 04.3 – Risk Assessment and Risk Treatment Report |  |
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| *Identify continuity priorities and objectives* | Develop business impact analysis methodology. | 05 – Business Impact Analysis Methodology 22301 |  |
| Perform business impact analysis questionnaires. | 05.1 – Business Impact Analysis Questionnaire |  |
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| *Determine priorities, required resources, and mitigation* | Business continuity strategy | 06 – Business Continuity Strategy  06.1 – Appendix 1 Recovery Time Objectives for Activities  06.4 – Appendix 4 Activity Recovery Strategy for xy |  |
| Preparation Plan | 06.3 – Appendix 3 Preparation Plan for Business Continuity |  |
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| *Define business continuity procedures* | Business Continuity Plan(s) | 07 – Business Continuity Plan  07.7 – Appendix 7 Activity Recovery Plan for xy |  |
| Incident Response Plan(s) | 07.1 – Appendix 1 Incident Response Plan  07.2 – Appendix 2 Incident Log |  |
| Recovery plan(s) | 07.6 – Appendix 6 Disaster Recovery Plan  07.3 – Appendix 3 List of Business Continuity Sites |  |
| Transportation Plan(s) | 07.4 – Appendix 4 Transportation Plan |  |
| Communication procedure(s) | 07.5 – Appendix 5 Key Contacts |  |
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| *Perform training and awareness programs* | Training and Awareness Plan | 09 – Training and Awareness Plan |  |
| Perform training for all employees who lack required skills. | 09 – Training and Awareness Plan |  |
| Perform awareness programs for all employees and third parties that have a role in your BCMS. | 09 – Training and Awareness Plan |  |
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| *Implement management procedures* | Write procedure for internal audit. | 10 – Internal Audit Procedure |  |
| Develop the audit program. | 10.1 – Annual Internal Audit Program |  |
| Define which measurements are to be performed related to the objectives for the BCMS and for controls. | 11.1 – Measurement Report |  |
| Identify information sources to be used in the management review. | 11.2 – Management Review Minutes |  |
| Write Procedure for Corrective Action | 12 – Procedure for Corrective Action |  |
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| *Operate the BCMS* | Maintain all the records required by your own policies and procedures. | Various records and logs that are created because of BCMS documents – e.g., backup log (from the backup software), filled out List of Legal, Regulatory and Contractual Requirements, etc. |  |
| Perform corrective actions as needed as a consequence of improvements needed in the operation of the BCMS. | 12.1 – Corrective Action Form |  |
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| *Exercising and testing* | Exercising and Testing Plan | 08.1 – Exercising and Testing Plan |  |
| Exercising and Testing Report | 08.2 – Appendix 1 Exercising and Testing Report |  |
| Corrective actions | 12.1 – Appendix 1 Corrective Action Form |  |
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| *In case of disruptive incidents* | Incident Log | 07.2 – Appendix 2 Incident Log |  |
| Post incident review | 08.4 – Post Incident Review Form |  |
| Corrective actions | 12.1 – Appendix 1 Corrective Action Form |  |
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| *Regular review of plans and business continuity arrangements* | Maintenance and Review Plan | 08.3 – BCMS Maintenance and Review Plan |  |
| Corrective actions | 12.1 – Appendix 1 Corrective Action Form |  |
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| *Monitor & measure the BCMS* | Make sure you monitor all required elements. | Monitoring records defined in each implemented document, e.g., number of incidents, number of errors in a particular system, etc. |  |
| Measure if you have achieved the objectives set for your BCMS. | 11.1 – Measurement Report |  |
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| *Perform internal audit* | Perform internal audit(s). | 10.3 – Internal Audit Checklist |  |
| Write an Internal Audit Report. | 10.2 – Internal Audit Report |  |
| Perform corrective actions as a consequence of nonconformities found during the internal audit. | 12.1 – Corrective Action Form |  |
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| *Perform management review* | Perform management review. | - |  |
| Maintain records from management review. | 11.2 – Management Review Minutes |  |
| Perform corrective actions as a consequence of improvements identified during the management review. | 12.1 – Corrective Action Form |  |
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| *Certification audit* | Obtain proposals from several certification bodies. | - |  |
| Select the certification body. | - |  |
| Stage 1 certification audit | - |  |
| Stage 2 certification audit | - |  |
| Surveillance visits | - |  |
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