**Current State Assessment**

The Current State Assessment (CSA) provides customers with an independent third-party assessment of the state of their current Business Continuity Management program (e.g., Program Administration, Crisis Management, Business Recovery, IT Disaster Recovery, Supply Chain Risk Management, and Fire & Life Safety) in comparison to industry best practices, standards and guidelines. The assessment identifies successes, opportunities for improvement and a roadmap to heighten the sophistication and maturity of the program. MHA uses its own proprietary self-assessment tool that is based on a model set of questions derived from industry-accepted standards such as FFIEC, ISO 22301 and NFPA 1600. The study is completed in the following phases:

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| **Phase I – Plan the Assessment** | **Required Sessions: 1-3** |

**Plan Components:**

* Meet with the Client Project Leader and others as needed to review the MHA CSA process, questionnaire and final management report.
* Identify participants and/or interviewees to participate in the study and validate results. Interviewees typically include Business Continuity Planning, IT Disaster Recovery Planning and Crisis Management.
* Schedule each interview (minimum of 1.5 hours each).
* Provide Client with list of requested documents that will permit MHA to review the current level of adherence to best practices and standards.

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| **Phase II – Prepare for the Assessment** | **Required Sessions: 1-3** |

**Plan Components:**

* Coordinate efforts with Client to schedule CSA interviews.
* Confirm attendance for all CSA sessions at least one week before occurrence.

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| **Phase III – Conduct the Assessment** | **Required Sessions: 1** |

* Assess each area and score based on the assessment.
* Perform interviews and use the questionnaire to record scores.

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| **Phase IV – Distribute Management Report** | **Required Sessions: 1** |

* Validate results with staff member(s) identified in Phase I and create report.
* Present CSA Management Report and findings to Client.

**Roles & Responsibilities**

* MHA Consulting: Facilitate and lead all phases of the project within pre-established timelines.
* Business Units: Participate in plan development session (1 hour), provide required information, review and validate all plan components, as needed.

**Time Requirements**

* Estimated time requirement from Client = 12 hours (total)
* Estimated time of completion (Phase I – Phase IV) = 30 – 45 days depending on Client resource availability.