**ROADMAP SAMPLE 3**

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| **Q1 2014 (Jan-Mar)** | **Q2 2014 (Apr – Jun)** | **Q3 2014 (Jul – Sep)** | **Q4 2014 (Oct – Dec)** |
| **Tasks & Deliverables** | **Tasks & Deliverables** | **Tasks & Deliverables** | **Tasks & Deliverables** |
| **BCM Steering Committee (SC)**   * Facilitate Session   **BCM Metrics**   * Present BCM Metrics to SC   **Business Impact Analysis**   * Begin BIA Reviews for RTO 0 business processes as determined by the SC   **BCM Policy/Procedures**   * Yearly review and maintenance of policy and procedures as applicable to the program   **BCM Annual Report & Program Guide**   * Issue revised BCM Annual Report & Program Guide based on current BCM Program   **BCM Process Improvement**   * Explore feasibility of electronic approval/ signature for BRPs and related program documents   **Ad Hoc**   * Support overall BCM Program by completing various ad hoc requests and requirements | **BCM Steering Committee (SC)**   * Facilitate Session   **Business Impact Analysis**   * Continue BIA Review for RTO 1 business processes as determined by the SC   **Crisis Management**   * Revise and re-distribute CMT Plan, Contact List and supporting documentation * Update Command Center Boxes (on/offsite)   **Business Recovery**   * Maintain program governance documentation in accordance with BCM Policy * Ensure annual Tabletop of   Business Recovery Plans in accordance with BC Test Plan  **Threat & Risk Assessment**   * Facilitate TRA of HQ * Present Report   **Emergency Notification System**   * Coordinate Notification exercises (BCP, CMT)   **Ad Hoc**   * Support overall BCM Program by completing various ad hoc requests and requirements | **BCM Steering Committee (SC)**   * Facilitate Session   **Business Impact Analysis**   * Continue BIA Review for RTO 3-4 business processes as determined by the SC   **Crisis Management Exercise**   * Facilitate CMT Exercise * Present Post-Exercise Report   **Business Recovery**   * Maintain program governance documentation in accordance with BCM Policy * Ensure annual Tabletop of Business Recovery Plans in accordance with BC Test Plan   **BCM Policy/Procedures**   * Yearly review and maintenance of policy and procedures as applicable to the current program   **Employee Awareness Card**   * Annual review, update, redistribution of BCM Employee Awareness Cards   **Emergency Notification System**   * Coordinate Notification exercises (BCP, CMT)   **Ad Hoc**   * Support overall BCM Program by completing various ad hoc requests and requirements | **BCM Steering Committee (SC)**   * Facilitate Session   **BCM Metrics**   * Present BCM Metrics to SC   **Crisis Management**   * Update Command Center Boxes (on/offsite)   **Business Recovery**   * Maintain program governance documentation in accordance with BCM Policy * Ensure annual Tabletop of   Business Recovery Plans in accordance with BC Test Plan  **Current State Assessment**   * Facilitate Interviews * Information Gathering * Present Report   **Ad Hoc**  Support overall BCM Program by completing various ad hoc requests and requirements  **BCM Program Roadmap**   * Document 2015 BCM Program Roadmap as determined by the SC |