

**DCMS Business Continuity Planning for Sponsored Bodies
Workshop 5 - Exercises**

Exercise 1

In exercise 1 of the fifth workshop you will first work in your groups to produce some business continuity plan test scripts lists for the topics you have been given, based on what you have learnt from these case study and exercise notes (particularly the Boulton Museum business continuity plan action task lists for the business continuity co-ordination team). A representative from each group will then make a short presentation on the results.

The allocated topics will be as follows:

- Group 1 - produce a read-through test script for the business continuity co-ordination team covering the action task lists for all phases,
- Group 2 - produce a scenario desk test script for the business continuity co-ordination team for notification of a major fire in the café on ground floor of the Boulton Museum Star Street location,
- Group 3 - produce a scenario desk test script for the business continuity co-ordination team for notification of an explosion at the petrol station in close proximity to the Boulton Museum Star Street location,
- Group 4 - produce a scenario desk test script for the business continuity co-ordination team for notification of a break-in at the Boulton Museum Star Street location.

If there are more than four groups, groups 5, 6, whatever, will be allocated one of the tasks from the above list.

(You should assume that the business recovery organisation structure is as shown earlier in this document, and note any assumptions you make about further detail.)

Following the short presentations of results each group will be given a handout containing example answers for the part of the exercise just completed. Each group will nominate one person in the group as 'test manager', and the using the test script given each group will simulate the test - with the 'test manager' leading, and other group members responding as if in test mode. Finally a representative from each group will then make a short presentation on the results.

Exercise 2

In exercise 2 of the fifth workshop you will work in your groups to produce a list of content for the appendix to the Boulton Museum business continuity plan containing guidance for all staff - and additionally for key staff (staff including long term contractors). There will then be a short discussion on the results.