

Workshop 4 Schedule

Registration and Coffee	09:45 – 10:00
Introduction	10:00 –
The overall approach	
The third stage (part 1) - key tasks, business continuity organisation, business continuity plan activation cycle phases, business continuity plan structure - including action task lists (part 1)	– 10:45
Exercise 1 (including coffee)	10:45 –
Presentation of exercise 1 results	– 12:15
Guest Speaker	12:15 – 12:30
Exercise 2	12:30 –
The third stage (part 2) - business continuity plan structure - including action task lists (part 2), disaster/failure alert and related forms	–13:00
The third stage (part 3) - things to watch out for, related tasks, business continuity plan sign-off	13:00 –
Summary and next steps	– 13:20
Open forum discussion	13:20 – 13:35
Lunch	13:35 – 14:15
Surgeries	14:15 onwards