



# Create Project Charter

- Allows the user to Create a Project

The screenshot shows the 'Business Continuity Management' interface. At the top right, there is a '+ CREATE PROJECT' button. Below it, a table lists project entries with columns for Project Name, Project Manager, Project Manager, Project Start Date, Project End Date, Approver, Reviewer, and Status. The table contains 10 rows of data, including entries like 'Business Continuity Plan Pilo' and 'Create Project Test Drive V 2'. Below the table, there is a 'Table of Contents' sidebar with options like 'Project Overview', 'Scope of the Project', 'Key Milestones and Activities', and 'Approval'. The main content area shows the 'Project Overview' form, which includes fields for Project Name, Project Manager (with a dropdown menu), Project Manager - Email, Project Manager - Phone, Project Sponsor (with a dropdown menu), Project Sponsor - Email, and Project Sponsor - Phone.

-**Project Overview:** Fill in the overall project details including the name, sponsor, dates, and objectives.

**Scope of the Project:** Identify the in-scope and out-of-scope elements, and project goals.

The screenshot shows the 'Business Continuity Management' interface, specifically the 'Scope of the Project' form. The 'Table of Contents' sidebar is visible on the left, with 'Scope of the Project' selected. The main content area shows the 'Project Name' field, followed by the 'Scope of the Project' section. This section includes a 'Project Scope' dropdown menu, a large text input field for 'Input Response', and a section titled 'Indicate the Scope of the Project' with two columns: 'In Scope' and 'Out Scope', each with an 'Input Response' field. At the bottom, there is a '+ Add Section' button, a 'Back' button, and a 'Continue Later' button with a 'Next' arrow.

**Key Milestones and Activities:** Outline the phases, milestones, and activities crucial to the project's success.

Table of Contents

- Project Overview
- Scope of the Project
- Key Milestones and Activities**
- Approval

Project Nameeeee

### Key Milestones and Activities

#### Project Initiation

Milestone

Project Kickoff Meeting

Responsible

Input Response

Start Date

MM/DD/YYYY hh:mm aa

End Date

MM/DD/YYYY hh:mm aa

Description

Conduct a kickoff meeting with all key stakeholders to discuss the project.

Planning

Milestone

Planning

Milestone

Develop Project Plan

Responsible

Input Response

Start Date

MM/DD/YYYY hh:mm aa

End Date

MM/DD/YYYY hh:mm aa

Description

Create a detailed project plan outlining the activities, resources, and timeline.

Training and Preparation

Milestone

Staff Training Session

Responsible

Input Response

Start Date

MM/DD/YYYY hh:mm aa

End Date

MM/DD/YYYY hh:mm aa

Staff Training Session

Responsible

Input Response

Start Date

MM/DD/YYYY hh:mm aa

End Date

MM/DD/YYYY hh:mm aa

Description

Conduct training sessions for key personnel on BCP protocols and procedures.

Executions

Milestone

Staff Training Session

Responsible

Input Response

Start Date

MM/DD/YYYY hh:mm aa

End Date

MM/DD/YYYY hh:mm aa

Description

**Approval:** Specify the individuals responsible for approvals, reviews, and the dates these actions are confirmed.

Project Nameeeee

Project Approval

Approver

ad min

Title

Senior Manager

Reviewer

stakeholder two

Title

SOC Analyst

← Back

Continue Later Submit

## Business Continuity Plan Pilot

Project Details Tab - This Tab is the default selected when you navigate to this page.

Business Continuity Management

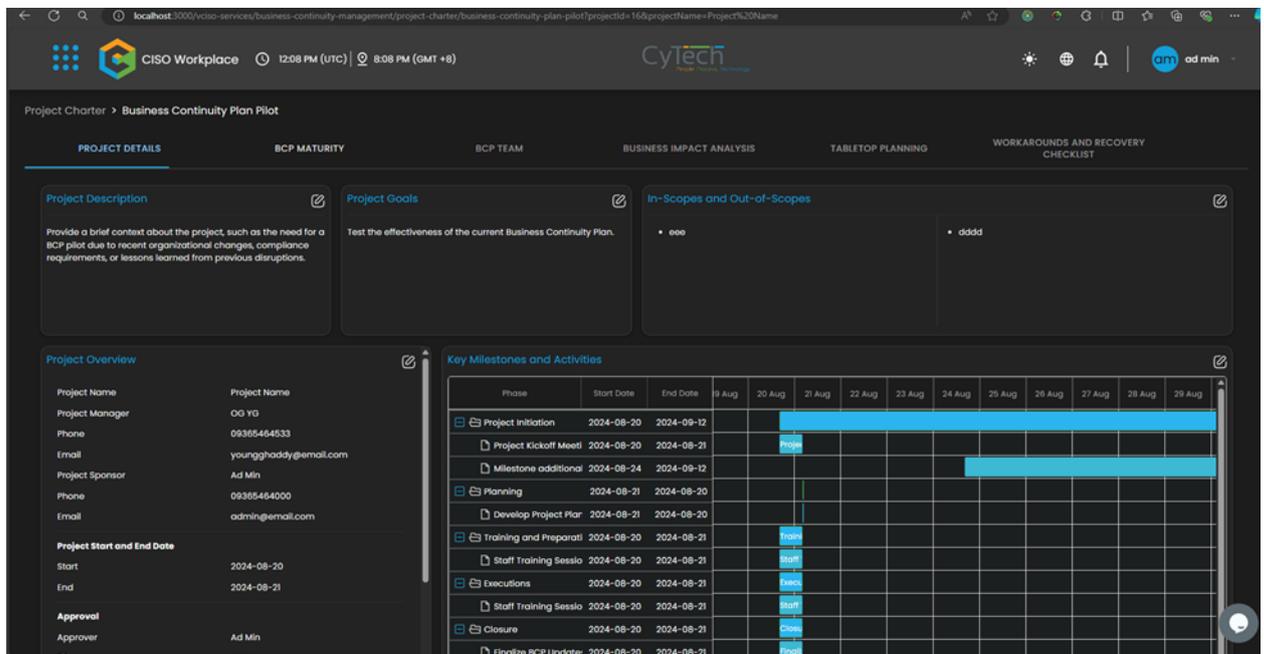
Project Charter

This section shows objectives, scope, stakeholders, and key deliverables.

+ CREATE PROJECT

Project Name	Project Manager	Project Manager	Project Start Date	Project End Date	Approver	Reviewer	Status
Project Name	OG YG	Ad Min	2024-08-20	2024-08-21	Unassigned	Unassigned	for review
Project Name	OG YG	Ad Min	2024-08-20	2024-08-21	Unassigned	Unassigned	for review
Project Name	OG YG	Ad Min	2024-08-20	2024-08-21	Unassigned	Unassigned	for review
Project Name	OG YG	Ad Min	2024-08-20	2024-08-21	Unassigned	Unassigned	for review
Project Name	OG YG	Ad Min	2024-08-20	2024-08-21	Unassigned	Unassigned	for review
Project Nameeeee	OG YG	OG YG	2024-08-28	2024-09-07	OG YG	Ad Min	for review
Project Name	OG YG	Ad Min	2024-08-20	2024-08-21	Ad Min	OG YG	for review
Project Charter for Prodzzzzz	Ad Min	OG YG	2024-08-30	2024-09-16	Ad Min	OG YG	for review
Project Namessss	OG YG	Ad Min	2024-08-28	2024-08-29	Ad Min	OG YG	for review

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### Project Description:

- This section shows the description of the Project

### Project Goals:

This section shows the Goal of the project.

### In-Scopes and Out-of-Scopes:

- This section shows the in-scopes and out-of-scopes of the project.

### Project Overview:

- This section shows the quick overview of the project such as Project Name, Project Manager, Project Sponsor, Project Start and End Date, Approval and Reviewer.

### Key Milestones and Activities

- This section show the Project timeline including the Project Phase, Milestone Activities.



Project Charter > Business Continuity Plan Pilot > Assess BCP Maturity

Progress 1/7

**Table of Contents**

- Define BCP Scope, Objectives, and Stakeholders
- Conduct a BIA to Determine Acceptable RTOs and RPOs
- BIA results have been reviewed and updated within the last 12 months.
- Establish a BCMS to Govern and Improve Your BCP
- Crisis Management
- BCP Testing
- BCP Documentation Change Management

### Project Name

Define BCP Scope, Objectives, and Stakeholders ⓘ

Use the following guidelines to assign level-of-completeness scores for each criteria in this scorecard

BCP scope is documented and is based on a business impact assessment (BIA) and risk assessment ⓘ

2 1 2 3 4 5 6 7 8 9 10

Business operations are documented (products, services, and business processes) ⓘ

5 1 2 3 4 5 6 7 8 9 10

Dependencies for business operations (including People, Data, Facilities, Process inputs, Required Assets, and Supply chains are documented) ⓘ

5 1 2 3 4 5 6 7 8 9 10

Alternatives for dependencies are documented ⓘ

5 1 2 3 4 5 6 7 8 9 10

Legal and regulatory requirements for the organization are documented. ⓘ

5 1 2 3 4 5 6 7 8 9 10

Internal stakeholders for BCP are documented. ⓘ

5 1 2 3 4 5 6 7 8 9 10

- Rate your BCP from 1 to 10 to complete the BCP Maturity Assessment (all the following forms):
- Define BCP Scope, Objectives, and Stakeholders
- Conduct a BIA to Determine Acceptable RTOs and RPOs
- BIA results have been reviewed and updated within the last 12 months.
- Establish a BCMS to Govern and Improve Your BCP
- Crisis Management
- BCP Testing
- BCP Documentation Change Management

Project Charter > Business Continuity Plan Pilot

PROJECT DETAILS | **BCP MATURITY** | BCP TEAM | BUSINESS IMPACT ANALYSIS | TABLETOP PLANNING | WORKAROUNDS AND RECOVERY CHECKLIST

**Overall BCMS Maturity** ⓘ

48.8%

**Section-by-Section Maturity** ⓘ

Section	Maturity Score (%)
Define BCP Scope	60%
Conduct a BIA to Identify RTO/RPO	55%
Create an Incident Response Plan	4%
Establish a BCMS	59%
Crisis Management	52%
BCP Testing	50%
Documentation & Change Management	63%

**Detailed View – Core BCP Maturity** ⓘ

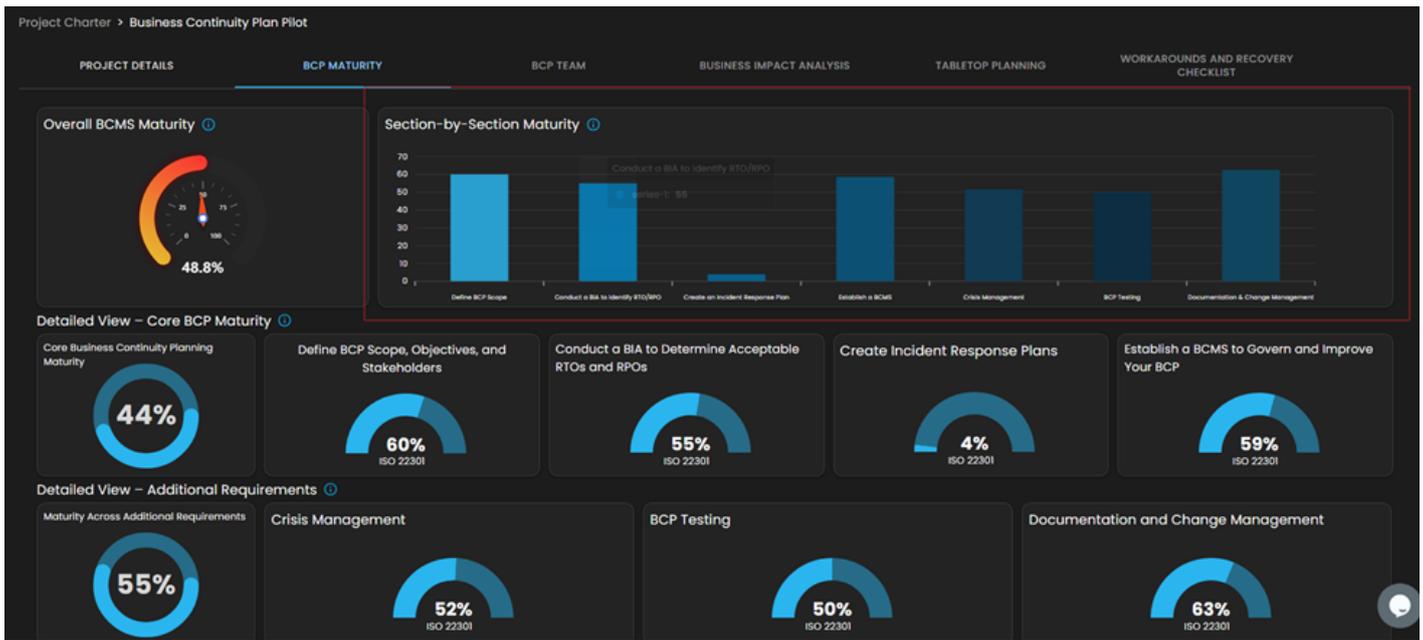
Category	Maturity Score (%)
Core Business Continuity Planning Maturity	44%
Define BCP Scope, Objectives, and Stakeholders	60% (ISO 22301)
Conduct a BIA to Determine Acceptable RTOs and RPOs	55% (ISO 22301)
Create Incident Response Plans	4% (ISO 22301)
Establish a BCMS to Govern and Improve Your BCP	59% (ISO 22301)

**Detailed View – Additional Requirements** ⓘ

Category	Maturity Score (%)
Maturity Across Additional Requirements	55%
Crisis Management	52% (ISO 22301)
BCP Testing	50% (ISO 22301)
Documentation and Change Management	63% (ISO 22301)

-Overall BCMS Maturity:

- This section shows the overall score BCMS Maturity of your current project.



-Section-by-Section Maturity:

- Shows a Bar graph view of your BCP Maturity



Detailed View - Core BCP Maturity:

-This section shows a Pie and Donut chart of the your following BCP Maturity:

- Define BCP Scope, Objectives, and Stakeholders

- Conduct a BIA to Determine Acceptable RTOs and RPOs
- Create Incident Response Plans
- Establish a BCMS to Govern and Improve Your BCP



-Core Business Continuity Planning Maturity: (Shows the overall score of your Core BCP Maturity)



-Detailed View - Additional Requirements

- This section shows a detailed view of the Additional Requirements such as:

- Crisis Management
- BCP Testing
- Documentation and Change Management



-Maturity Across Additional Requirements: (Shows the overall score of the BCP Maturity Additional Requirements)

#### Known Issue:

- Render bulleted list in Text Field

#### To be supported:

- "Continue Later" Feature
- Tooltips
- BCP Team
- Business Impact Analysis
- Tabletop Planning
- Workaround and Recovery Playlist

#### Limitations

- "Edit" Mode is not yet supported



Revision #1

Created 29 August 2024 10:46:54 by Aldion Pueblos

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