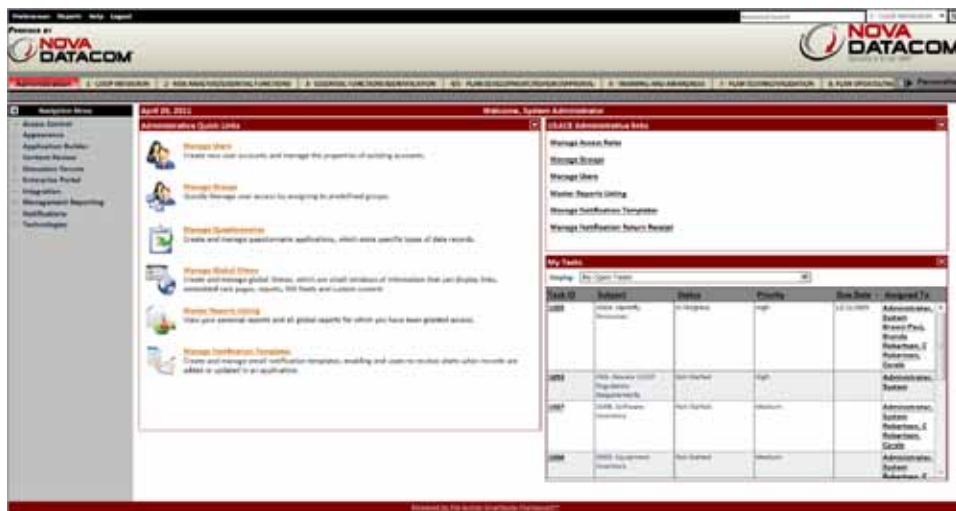


Automated COOP Management System

Step-by-Step Continuity Planning

American business continuity and emergency preparedness (BCEP) practitioners are operating in a rapidly changing and increasingly challenging environment. Today's asymmetric threat environment and the potential for no-notice emergencies, including localized acts of nature, accidents, technological emergencies, cyber attacks, and military or terrorist attack-related incidents have increased the need for robust business continuity and emergency preparedness planning across every sector.

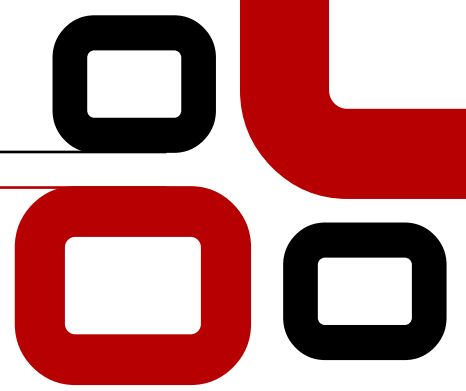
While it is impossible to eliminate every risk or threat, Nova Datacom (NDC) created its BCEP practice to serve businesses seeking unified and integrated resiliency solutions. Coordinating and implementing a comprehensive continuity plan that protects operations against an ever-increasing set of dynamic risks and threats can be a laborious process. Extensive research and fact-finding initiatives are necessary in order to understand program components and requirements, including COOP policies, directives, and other regulatory standards that must be taken into account for BCEP development and implementation. Unfortunately, these sources are not co-located, nor were they executed within a single government agency - - culminating in an exorbitant amount of time for up front document gathering. The Readiness and Preparedness phase of BCEP alone identifies a multitude of responsibilities and tasks associated with plan initiation, team membership identifications, data gathering assessments and analysis prior to identifying potential mitigation strategies for execution during any emergency event. In addition, a comprehensive BCEP program requires resumption/ recovery/ reconstitution plan documentation, as well as testing, training and exercise initiatives prior to plan execution.



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GSA: GS35F0322U Schedule 70

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The NDC BCEP team provides extensive expertise and past performance that facilitates the creation of enterprise-wide BCEP programs that help clients attain their continuity goals and objectives in the most efficient, timely, and effective manner possible. Utilizing RSA Archer's Governance, Risk, and Compliance (GRC) application framework, NDC's internally developed COOP Management System, allows organizations to easily create, implement, and manage their continuity programs.



This easily customizable solution serves as a central repository for contingency planning policies, regulatory, and plan documents, as well as provides guidance to facilitate and manage COOP program development and implementation. NDC's COOP Management System continually monitors progress through status reports, charts, and system views of the various BCEP planning components to ensure adherence to target completion dates. A task management feature can be focused on individual users or teams to allow for progress visibility within designated work spaces.

NDC's COOP Management System incorporates customizable templates based upon FEMA, DoD, and NIST regulations and guidelines to assist organizations in developing their Operational and IT Contingency Plans. These templates include:

- ❑ Facility and IT Risk Assessment Questionnaires and Reports
- ❑ Mission Essential Functions (MEFs) identification, Business Process Assessment (BPA), and Business Impact Analysis (BIA) Questionnaires, with a prioritization analysis feature for rating your essential functions.
- ❑ MEF and BIA Executive Summary Reports
- ❑ Orders of Succession and Delegations of Authority plans
- ❑ IT application, system, network, and database recovery plan templates
- ❑ Information technology Contingency Plan (ITCP) templates

NDC's COOP Management System provides a document repository that can be used to house and maintain current COOP policy, standards and regulations criteria in various formats, including MS Word, Excel, MS Project, and Visio for easy access. Resource and personnel inventories can be encapsulated within the solution utilizing the Archer import function. Likewise, data and files can be exported for ease of use in multiple formats.

Organizations will find NDC's COOP Management System very user-friendly and effective in supporting their overall BCEP program implementation process. It significantly reduces

The NDC BCEP team provides extensive expertise and proven past performance to facilitate the creation of enterprise-wide BCEP programs

the amount of time required for re-searching, planning, documenting, and testing the organization's comprehensive plan. Nova Datacom's deep breadth of knowledge and experience helps to take the guess work and uncertainty out of the process by providing ready-to-use templates, customizable reports, and a library of required policy, guidance, and regulatory documents. Additionally, the NDC BCEP team works as a true partner, assisting clients during the installation of the application to perfectly customize workspaces and provide needed support during the learning process.

Discover how NDC's COOP Management System can help your organization implement a comprehensive BCEP program to ensure continuity and resiliency of your daily operations.