Complete the BIA early: Ensure the BIA is done early in the process of creating the BCP. Without the BIA, you will not know what systems are critical.

Exercise caution when returning functionality from alternate locations: when restoring functionality from an alternate location to the primary location, consider these best practices:

Restore the least critical functions first. This will enable you to get the bugs out of the process without affecting critical functions.

Use concurrent processing after a disruption. If systems have been rebuilt at the primary location, run them for three to five days before cutting off the services at the alternative location.

Review and update the BCP regularly: Ensure the BCP coordinator reviews and updates the BCP at least annually. If critical systems are changes or modified between annual reviews, the BCP should be reviewed when those changes or modifications occur.

Test all the individual pieces of the plan: Ensure all the basic procedures, such as recalls, are tested.

Exercise the plan: Verify the plan works by performing test exercises. These exercises should not affect normal operations.