



IT Governance
ISO 22301 Gap Analysis
Service Description

Get a true picture of your ISO 22301 compliance posture

IT Governance's ISO 22301 Gap Analysis service provides an informed assessment of your organisation's current level of compliance with ISO 22301 – the international standard for implementing an effective business continuity management system (BCMS).

Why conduct an ISO 22301 gap analysis?

An ISO 22301 gap analysis will enable you to:

- Clarify the scope of your BCMS;
- Identify and prioritise key areas for improvement;
- Set informed and realistic project expectations tailored to your organisation;
- Get the detailed and customised information you need to develop a strong business case for implementing an ISO 22301-compliant BCMS.

Service description

There are two key phases to the ISO 22301 Gap Analysis service: an initial assessment of any existing business continuity policies and procedures followed by a report collating the findings.

Phase 1: Assessment

You will be assigned a business continuity consultant who will assess your organisation's continuity policies and procedures against the requirements of ISO 22301. Key elements of the assessment may involve:

- A desk-based review of the key continuity policies and procedures;
- An inspection of the operation of key processes, systems and documentation; and
- Interviews with key staff, covering the existing processes and procedures in place and initiatives currently underway and comparing these to the following requirements of ISO 22301:

| Clause | Component |
|--------------------------------------|--|
| 4 Context of the organisation | Understanding of the organisation and its context |
| | Understanding the needs and expectations of interested parties |
| | Determining the scope of the BCMS |
| | Business continuity management system |
| 5 Leadership | Leadership and commitment |
| | Management commitment |
| | Policy |
| | Organisational roles, responsibilities and authorities |

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|---------------------------------|--|
| 6 Planning | Actions to be address risks and opportunities |
| | Business continuity objectives and plans to achieve them |
| 7 Support | Resources |
| | Competence |
| | Awareness |
| | Communication |
| | Documented information |
| 8 Operation | Operational planning and control |
| | Business impact analysis and risk assessment |
| | Business continuity strategy |
| | Establish and implement business continuity procedures |
| | Exercising and testing |
| 9 Performance evaluation | Monitoring, measurement, analysis and evaluation |
| | Internal audit |
| | Management review |
| 10 Improvement | Nonconformity and corrective action |
| | Continual improvement |

Phase 2: Report

The ISO 22301 gap analysis report collates the findings of the gap analysis and details the extent to which your organisation complies with the requirements of ISO 22301.

The report will include:

- An analysis of the overall state and maturity of your business continuity arrangements;
- Specific details of the gaps between your current business continuity arrangements and the requirements of ISO 22301;
- Options for the scope of an effective ISO 22301-compliant BCMS, and how these options help to meet your business and strategic objectives;
- An action plan that outlines the level of internal management effort required to implement and maintain an ISO 22301-compliant BCMS; and
- A clause-by-clause compliance status report (red/amber/green) against the requirements of ISO 22301:2012.

Eligibility

This service has been designed for organisations with up to 250 employees and that have all key personnel based at a single site. This service can be delivered to organisations in any sector or industry.

If your organisation falls outside the eligibility criteria, IT Governance offers bespoke services that can be tailored to suit your needs.

Resource requirements

To ensure your project can proceed according to schedule and fulfil its objectives, you will be asked to provide essential information on documents and procedures in relation to any current BCMS arrangements.

These requests should be treated with the appropriate priority to carry out the gap analysis service effectively and according to schedule. These requests will be managed to minimise disruption as much as possible.

You will also need to appoint an internal project coordinator to host any meetings with the consultant and ensure all the required information is provided on time, and tasks and actions allocated to your staff are carried out as agreed.

Consultancy fee

We will invoice you for your project on signature. There are two payment options: you may choose to pay the full amount over two instalments (including a 10% fee) or you can save 10% by paying the advertised standard fee.

For the instalment option, the first invoice will be issued upon signature, while the second invoice will be raised one month later. Payment is due within 28 days of invoice date.

The price excludes any additional expenses such as travel, accommodation and sustenance if needed.

Why choose IT Governance?

- Our consultants have extensive experience implementing ISO 22301-compliant BCMSs.
- Receive a 100% guarantee of successful certification.
- We have a proven and pragmatic approach to assessing compliance with international standards, no matter the size or nature of the organisation.
- Our pricing proposals are completely transparent, so you won't get any surprises.

- You will receive expert advice and guidance from our consultant from the outset to help you develop a business case, allowing you to secure the necessary leadership commitment and investment.

Contact us now for an obligation-free quote

Email: servicecentre@itgovernance.co.uk

Call us: +44 (0)333 800 7000

Request a call back: [Contact us now](#)