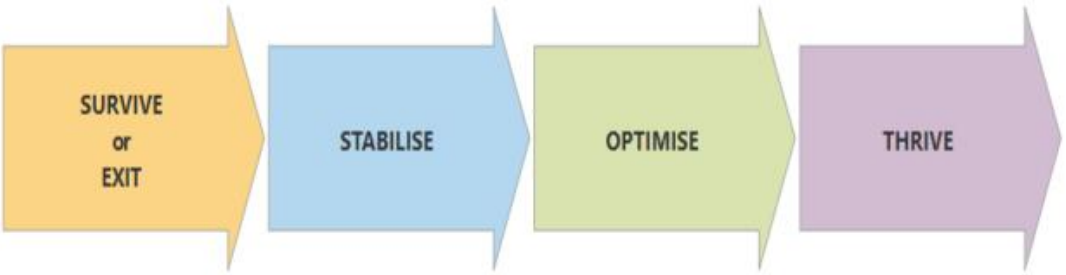
Business Continuity Planning Process



• *Business Impact Analysis* • *Get the facts* • *Contact your Accountant* • *Breakeven Analysis* • *Forecast Sales 12 months* • *Funding Gap Analysis - assess amount and Funding options* • *Contact your Bank - assess funding options* • *Consult your Franchisor* • *Decide to - Revive or DNR. If Do Not Revive. Options sell or liquidate.*	• *Formulate Recovery Strategies* • *Conduct gap analysis to determine gaps between recovery requirements and current capabilities.* • *Review, Remove, Reduce, Defer, Renegotiate, outgoings - overheads including rent, loans, Tax, Wages, Insurance etc* • *Consult and Collaborate with Franchisor Recovery Plan, Local Area Marketing Plan* • *Implement strategies and build resilience.* • *Hibernate mode - business sustainability*	• *Re Set and Re Adjust to the new normal (post Covid 19)* • *Innovate and Adapt to new landscape and opportunities that will emerge* • *Update Continuity Plan - Be Specific -What , How, When, Who* • *Bring your team with you. Break it down into 90 Day goals* • *Hold yourself accountable with independent review* • *Test and measure and re tune - what works and what doesn't* • *Build a cashflow forecast - get the plan (the story) supported by the numbers (Cashflow)*	• *Executing the Plan* • *Building capacity, innovating services and products and how you connect with customers* • *Re invest in people, training, capital spend* • *Build resilience into all layers of business* • *Develop a living business crisis management plan for the next uncontrollable unexpected business disruption.*

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