



Position Title:	Sr. Business Continuity Planner		
Requisition #:	BCP-2006-030	Location:	Reston, Virginia
About Definitive Business Solutions:	<p>Definitive Business Solutions (Definitive) helps clients manage risk and improve performance by delivering proven and integrated solutions. The Definitive Solution Portfolio includes methodologies and tools for managing Information Technology, Information Security, and Business Continuity. Founded in 2003, Definitive is a privately-held company headquartered in Reston, Virginia with a Data Center located in Whippany, New Jersey, and offices in: Atlanta, Georgia; Durham, North Carolina; and Morristown, New Jersey.</p> <p>Definitive is currently experiencing significant business growth, and is committed to reinforcing its leadership role while sustaining and promoting the Definitive core values. For more information, please visit the Definitive Business Solutions, Inc. web-site at: www.DefinitiveInc.com</p>		
Responsibilities:	<p>The Business Continuity Planner will be part of a team that plans, assesses, and reports on Business Continuity Programs in order to reduce operational risk. This position is responsible for assisting one or more clients in the implementation of our pre-defined Business Continuity Program (BCP) capability. This individual will also assist in the design and development of capability enhancements.</p> <p><u>Specific objectives include:</u></p> <ul style="list-style-type: none"> • Develop a detailed project plan and coordinate work schedules and resource assignments for project team members • Identify internal/external people, assets, systems and processes that are core to the client's continuity of business operations by performing interviews, facilitating work group discussions, executing surveys and/or other discovery techniques • Determine and prioritize mission critical processes, assess various risk scenarios, perform a business impact analysis (BIA) to compute tangible/intangible economic losses from degraded or disrupted business operations • Determine Recovery Time Objectives (RTO) based on the BIA and risk planning and analysis • Examine critical business processes, systems and dependencies and planning assumptions from the BIA against various threat scenarios. Threat scenarios will consider the impact of a disruption and the probability of the threat occurring • Conduct a gap analysis to identify new plans/capabilities that need to be put in-place to respond to various threat conditions • Lead development of a BCP that describes the strategies, processes, policies and procedures to maintain, resume, and recover critical business functions in priority sequenced order. The Plan will describe the immediate steps to be taken during an event to minimize damage from a disruption as well as the necessary recovery responses • Determine the level and frequency of testing needed to ensure recovery objectives can be achieved during a business interruption depending on identifiable risks to the client. Test strategies will describe the conditions and frequency for testing applications, business functions, and IT processing systems, interfaces, and internal/external system dependencies. The Sr. Business Continuity Planner will lead the development of a comprehensive test plan to review and exercise the client's capabilities to successfully respond to various threat scenarios previously identified. The test plan will encompass all in-scope business functions, processes, people (including vendors/external service providers), and underlying automation systems. It will also validate test planning assumptions • Lead the planning, schedule and resource coordination and oversee the performance of test methods and procedures. Testing approaches will vary from initial awareness/orientation drills to walkthrough key team member/individual responsibilities to team training and clarification of roles and responsibilities. Testing procedures will become increasingly more complex and robust (e.g., from tabletop/mini drills to more functional and full-scale, integrated testing and simulation exercises. The Sr. Business Continuity Planner will review, analyze, and revise test plans and procedures based on client feedback and lessons learned. In addition, s/he will lead the development of a final report of test results and the resolution of any problems encountered. • Identify and implement continuous process improvements 		



Required Skills, Attributes, and Education:	<ul style="list-style-type: none"> • 10+ years of prior work experience • Strong background in developing and testing business continuity and disaster recovery plans for Global 2000 organizations • Proven ability to create comprehensive project deliverables (e.g., BIA, Risk Mitigation Strategy, BCP and Test Plans) using industry best practices, methodologies, discovery and planning checklists, templates, and other productivity tools • Prior project management work experience including, leading and coordinating the scheduling and resourcing of teams, and overseeing the development and quality of project work products and deliverables • Highly motivated and process-oriented • Familiarity with data networking • Prior work experience in IT security • Strong facilitation, interpersonal, organizational skills • The ability to learn and implement new BCP processes and tools as needed • The ability to communicate clearly and thoroughly (both verbally and in writing) with people of various disciplines is essential • Strong analytical background • Bachelor's Degree in a relevant field
Desired Skills, Attributes, and Education:	<ul style="list-style-type: none"> • Experience using the Federal Financial Institutions Examination Council's (FFIEC) examination handbook • Familiarity with relevant legislation, such as Gramm-Leach-Bliley Act • Financial Services experience • Master's Degree in a relevant field
Certification Requirements:	<ul style="list-style-type: none"> • Certified Business Continuity Professional (BCP) is a plus! • Certification for Information System Security Professional (CISSP) certification is a plus! • Project Management Professional (PMP) is a plus!
Travel Requirements:	25-50%, based on business need