



CPO is a full service provider of business continuity and disaster recovery planning products and services to the public and private sectors supporting their need to prepare both business and information technology to effectively respond to and recover from any emergency and/or disaster.

Depending upon the knowledge, experience and time available, you can select any combination of products and services along with whatever level of support required to either bring your existing plan under control or to build a complete business continuity management program

Products

CPOtracker™ - a web based business continuity plan development and maintenance software tool that is very user friendly. It allows the user to develop plans from information contained in most any application: Word, Excel, Visio, PowerPoint, etc. The system will assist the end-user in maintaining their plans and supporting information as well allow the planner or consultant to monitor the status of all information and report to management how ready the organization is to effectively respond to and recover from any disaster situation. By using CPOtracker, you will always know how ready each team is and collectively, the overall organization; whether that is for one office location or hundreds on global basis. CPOtracker successfully addresses the primary reasons why most organizations are unsuccessful in establishing and maintaining viable plans. The system is available by purchasing a perpetual license or by subscribing to CPO's Hosting Service.

CPOtracker Template Package - an affordable and easy-to-use framework of documents, intended as a foundation for full-scale plan development using the CPOtracker software system, and enabling quick development of a basic business continuity plan. The Package includes over fifty (50) pre-defined and easily editable procedures for preparedness, emergency response, and restoration activities associated with personnel and technology.

Pandemic Preparedness Package - For companies and organizations needing to establish a pandemic preparedness plan, CPO will preload the **CPOtracker** system with all tasks recommended in the Federal Plan. These tasks are accompanied with recommendations, suggestions and references providing guidance to those who are responsible. Tasks have been assigned to a team structure with mission statements and defined responsibilities. All the user has to do is assign personnel, make a few minor company specific adjustments and move forward with managing the project. Preloaded tasks support the following sectors: private, K-12 and higher education, faith based and others.

Business Impact Analysis Tool Set - A system designed to facilitate the collection of information and analysis producing online and reportable results defining critical systems, their dependencies and impact on the organization if unavailable. The tool is very user friendly.

Automatic Notification System - At time of disaster, it is virtually impossible through phones and a manual "call trees" to get important information out quickly to appropriate people: For the private sector or government organizations that could be: disaster team members, employees, vendors and suppliers, customers and the media, etc. For Higher-Education it would be students, faculty and staff, etc. For K-12, it would be parents, faculty, staff, etc. CPO offers an Automatic Notification System that can also be used for other than disaster situations to quickly and effectively communicate changes in events, inclement weather impacts or product distribution changes to customers. The possibilities are endless. The system can turn text into voice and voice into text and burst out the message in all communication ways to everyone and repeat the send until a response is confirmed. The status of receipt and response can be monitored via the Internet.

Incident Management System - While the **CPOtracker** system will support the client's preparation for the disaster and the Automatic Notification System will alert everyone quickly, the Incident Management System will allow the client to manage the tasks and resources supporting the response and recovery effort. The client will know where the problems are, who and what is available to support other areas in order to recover in the shortest period of time as smoothly as possible. Without the Incident Management System, team members, employees, vendors, and customers are unsure and unaware of the overall status and issues needing to be addressed.

Services

CPO can assist any company at whatever level they need to become prepared and stay prepared for any potential emergency and/or disaster. The following Services are available independently or collectively and can be combined with the Quick Start Solutions to establish a complete Business Continuity Management Program.

Emergency Response Plan Development – This is intended to provide those organizations whose current plan is outdated and ineffective (or have no plan at all) with a method, a tool and service that will allow them to become as protected as possible as soon as possible. This concept supports a belief that there is a fundamental set of needs that every organization must address first and foremost, which not only prepares them to effectively respond to and recover from any emergency or disaster situation, but once in place becomes the infrastructure upon which all subsequent business continuity planning lies.

Readiness Review – Our Readiness Review provides a gap analysis of your current plan with respect to our recovery strategies and benchmarks your existing continuity capability against more than 200 best practices. An Express Level Readiness Review is offered and designed for the small business. It provides an analysis of your current continuity state and requirements as compared to industry best-practices.

Business Impact Analysis (BIA) – The building block for the development of a complete continuity program, our BIA is a comprehensive review of your application system environment, the results of which drive your recovery strategy and subsequent investment in your continuity capability. An Express Level BIA service is offered and designed for a self-directed completion, which includes a BIA database tool. Consulting support is provided at whatever level required.

Recovery Strategy Development – After you have established the need for a disaster recovery capability supporting your continuity plan, we will assist in identifying strategies for recovering personnel, business and IT infrastructure that is reliable and cost effective. We also will manage the entire vendor bid process.

Rehearsal Test Management - An essential part of maintaining a viable continuity plan is to test the plan on a periodic basis. We offer our Rehearsal Test Management service to assist your organization in meeting its rehearsal testing goals including objective setting, pre-test planning, onsite test supervision and follow up management reports.

Consultative Events – This service provides remote access to a Certified Business Continuity Professional to answer questions and provide direction without a long term commitment. Buy only the time you need.

Plan Development – CPO can develop the plans, procedures and policy statements for you or assist you in the process. All plans and documents developed are reviewed by a certified business continuity professional.

Managed Services - CPO will maintain your business continuity and disaster recovery plans using our CPOtracker™ planning software tool. We will provide you with Readiness Reports and updated plans on a scheduled and/or on-demand basis. The client may bring the CPOtracker system in-house at anytime and continue to maintain the plans themselves with whatever level of ongoing support desired. Whether the client already has plans or retains CPO to develop their plans, a Managed Service arrangement is a cost effective solution to keeping plans current and overseen by certified business continuity professionals.