



# **Business Continuity and Disaster Recovery: Getting Started Guide Concepts and Definitions for Common Sense Planning**

*Deborah C. Miller*

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Creating a Business Continuity Plan or Disaster Recovery Plan can be a daunting challenge for business owners and staff. There are so many options and recommendations made by consultants and businesses that provide planning support and software solutions it's difficult to know where to start.

This edition focuses on providing clarity into "What is Business Continuity and Disaster Recovery?", and "What should be included in a Business Continuity Plan?". Included are 10 Steps in Creating a Business Continuity-Disaster Recovery Plan and Simple Strategies that any business can implement quickly and easily. And finally, there is a Glossary of Terms.

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