Pleased to Meet You

Collaboration Tools for your Business Continuity Program
The Promise

1. Why is effective collaboration such a key part of your program?
2. What are benefits of collaboration tools? The pitfalls?
3. What collaboration tools make sense for business continuity management?
4. Real life examples of the use of collaboration tools
5. What is the cost?
What is collaboration?

“the action of working with someone to produce or create something”
Celebrating a decade of guiding security professionals.

@Secure360 or #Sec360

www.Secure360.org
When do you need to work with other people?

**READY**

- **Starting Off**
  - Blue = study, analyze, decide

- **Self Assessment**

- **Risk Assessment**

- **Crisis Management**

- **Business Impact Analysis**

- **Recovery Strategies**

**Starting Off**

- **Emergency Response**
  - Green = document plans, procedures

- **Business Continuity**

- **IT Recovery**

**Self Assessment**

- **Training**
  - Purple = implement, maintain

- **Awareness/Exercising**

- **Keeping Current**

---

@Secure360 or #Sec360

www.Secure360.org
Celebra'ng a decade of guiding security professionals.

@Secure360 or #Sec360

www.Secure360.org
What are the barriers to effective collaboration?

- Executive support
- Distance
- Workloads
- Understanding/knowledge/awareness
- Not invented here
- Money
- Silos
Features of Collaboration Tools

- Can work on files together at the same time
- Notification of changes to interested parties
- Commenting, tagging, voting
- Access to files by all permitted parties
- Work flow management
- One set of files with version control
- What-you-see-is-what-you-get editing of files
- Management and architecture by intelligent, but non-technical users
- Safe storage of files
So we are **not** talking about...

- E-mail
- Microsoft Office
- Phones
- Texting

- Twitter
- Facebook
- Pinterest
- Emergency notification systems
Examples of Collaboration Tools

- Web meeting services
- File sharing services
- Document management systems
- Wikis
- SharePoint

- SharePoint competitors
- Google Apps for Work (Google Docs)
- Office 365
- Business continuity management software
Wikis

• A structured set of web pages
• “The simplest database possible”
• Wikipedia is the best known example
• Key features
  – Hyperlinks
  – Version control
  – WYSIWYG
Work Modules

Modified 10:58, 8 Oct 2014 by Michael Smith | Revision History

This is where you go to learn all you need to know about Readiness, such as:

- What is Readiness?
- How do you customize your Ready Plan?

Developing your Ready Plan will take some time, but you can do it at your own pace. We have developed this series of work modules for you to work through independently or with your Adviser.

Start at the top with Starting Off and continue from there. Each work module...
SharePoint

- A web application framework and platform developed by Microsoft
- Integrates intranet, content management, and document management
- Free
- Includes simple wiki functions
- Advanced use requires technical strength
Celebra'ng a decade of guiding security professionals.

@Secure360 or #Sec360

www.Secure360.org
Google Apps for Work

- Edit any file together with other users
- $5 per user per month
Some Final Thoughts

• Open source software
• In-house vs. SaaS
• Degree of effort for system administration, user IDs, passwords, troubleshooting
• What does IT think?
Metcalf’s Law

“the more people who use something, the more valuable it becomes”
For more information or to contact us...

michael.smith@readysmith.com
www.readysmithadvisers.com
1-877-636-3596 ext. 1001