



BCIC Implementation milestone checklist

BC in the Cloud (BCIC) implementations are a structured, hands-on experience from start to finish. Throughout this process, your designated Implementation Specialist provides the step-by-step milestones and one-on-one training your team needs to successfully adopt the platform. Implementations are anticipated to span 12 weeks, depending on customer engagement, data readiness, and scheduling availability. This timeline is flexible, ensuring that from kickoff to your final transition to ongoing support, you have a dedicated BCIC partner alongside you.

Phase 1 Project kickoff & initiation

Week 1

| | |
|--------------------------|--|
| <input type="checkbox"/> | Meet your BCIC Implementation Specialist |
| <input type="checkbox"/> | Conduct kickoff meeting and define project milestones |
| <input type="checkbox"/> | Review implementation timeline and responsibilities |
| <input type="checkbox"/> | Receive implementation welcome packet and onboarding materials |
| <input type="checkbox"/> | Provision Development and Production environments |
| <input type="checkbox"/> | Complete initial platform orientation and navigation training |

Key outcome

Project team aligned, environments provisioned, onboarding officially launched.

Phase 2

Configuration & data setup

Weeks 2–9

| | |
|--------------------------|--|
| <input type="checkbox"/> | Import organizational, operational, and technological data into BCIC |
| <input type="checkbox"/> | Configure global settings |
| <input type="checkbox"/> | Configure your Impact Assessment templates (i.e. BIA, TIA), settings, and workflow |
| <input type="checkbox"/> | Configure your plan templates (i.e. business continuity, crisis management, disaster recovery), settings, and workflow |
| <input type="checkbox"/> | Configure reports, dashboards, and charts |
| <input type="checkbox"/> | Build data maps and setup automated SFTP import jobs |
| <input type="checkbox"/> | Complete administrator training sessions |

Key outcome

BCIC configured with customer-specific workflows, templates, reporting, and foundational data.

Phase 3

User access & security

Week 10

| | |
|--------------------------|---|
| <input type="checkbox"/> | Review user roles and provisioning processes |
| <input type="checkbox"/> | Establish Single Sign-On (SSO) connectivity (if included) |
| <input type="checkbox"/> | Assign authentication and access profiles |

Key outcome

BCIC configured with customer-specific workflows, templates, reporting, and foundational data.

Phase 4

Change management & enablement

Week 11

| | |
|--------------------------|--|
| <input type="checkbox"/> | Review change management workflow |
| <input type="checkbox"/> | Confirm administrator access to change management portal |
| <input type="checkbox"/> | Validate governance and update processes |
| <input type="checkbox"/> | Finalize adoption and operational readiness activities |

Key outcome

Internal teams prepared to maintain and scale the BCIC program.

Phase 5

Go-live & support transition

Week 12

| | |
|--------------------------|---|
| <input type="checkbox"/> | Review completed deliverables and implementation milestones |
| <input type="checkbox"/> | Validate project completion |
| <input type="checkbox"/> | Transition to Customer Success and Account Management teams |
| <input type="checkbox"/> | Review BCIC Support Portal and ongoing support processes |

Key outcome

BCIC program fully operational with long-term support structure in place.

What makes the BCIC implementation approach different?

White-glove guidance

Every customer works directly with experienced BCIC subject matter experts throughout onboarding and implementation.

Structured, scalable rollout

Sequenced activities and milestone-driven communications help accelerate adoption while reducing implementation risk.

Enablement-focused training

Hands-on administrator training helps teams confidently manage workflows, assessments, plans, reporting, and ongoing maintenance.

Faster time-to-value

Out-of-the-box templates, predefined configurations, and guided onboarding help organizations move from spreadsheets or heavily custom solutions to a centralized operational resilience platform.



"The system is very user friendly and walks you through capturing required data to complete assessments and develop plans. The team is incredibly supportive and walks through implementation step by step."

April, Business Continuity Manager

Large Engineering and Construction company

Experience the power of Everbridge for yourself

Ready to transform how you manage your business continuity and disaster recovery (BC/DR) program? Request a personalized demo to see Everbridge BC in the Cloud in action today. Call us at +1 (888) 366-4911 to speak with a resilience expert, or schedule a demo at everbridge.com/demo

[Schedule a demo](#)

Everbridge delivers a business resilience advantage with High Velocity CEM™, powered by Purpose-built AI and decision-ready intelligence to accelerate response, reduce downtime, and protect what matters most.

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