



The Complete Business Continuity Checklist

No business is immune to disaster.

Use this as a starting point for your comprehensive preparedness plans. Disaster recovery strategies, however, will always depend on each organization's specific structure, systems and environments, as well as the severity and nature of the disaster situation.

Be prepared for anything.

Business Continuity Plan Items

Complete:

Incident Response Team

Team coordinator

Information security

Systems

Security

Production

Insurance

Legal

Public relations

Personnel

Audit

Emergency response team

Business Continuity Plan	<input type="checkbox"/>
Mission-critical processes	<input type="checkbox"/>
Mission-critical services	<input type="checkbox"/>
Acceptable levels of service during a disaster	<input type="checkbox"/>
Acceptable levels of production during a disaster	<input type="checkbox"/>
Recovery Time Objectives (RTO)	<input type="checkbox"/>
Recovery Point Objectives (RPO)	<input type="checkbox"/>
Essential employees	<input type="checkbox"/>
Essential sub-contractors or services	<input type="checkbox"/>
Mission-critical technology components	<input type="checkbox"/>
Compliance requirements governing	<input type="checkbox"/>
Business partner essential metrics to ensure no breach of contract	<input type="checkbox"/>
Potential threat scenarios identified	<input type="checkbox"/>
Practical disaster recovery strategies for each scenario	<input type="checkbox"/>
Disaster situation budget / costs of downtime and productivity	<input type="checkbox"/>
Business Impact Analysis (for each of the potential disasters)	<input type="checkbox"/>
Identify areas of vulnerability	<input type="checkbox"/>
People / relationships	<input type="checkbox"/>
Property	<input type="checkbox"/>
Supply chain	<input type="checkbox"/>
Production	<input type="checkbox"/>
Information technology	<input type="checkbox"/>
Business reputation	<input type="checkbox"/>
Contract obligations	<input type="checkbox"/>
Review and prioritize areas of vulnerability	<input type="checkbox"/>
Develop mitigation strategies	<input type="checkbox"/>
Education and training	<input type="checkbox"/>
List contact information for all key personnel	<input type="checkbox"/>
Make sure entire company is aware of the roles during a disaster	<input type="checkbox"/>
Ensure training for key personnel on the BC plan requirements	<input type="checkbox"/>
Isolate Sensitive Information	<input type="checkbox"/>
Identify where sensitive information is stored/processed	<input type="checkbox"/>

Identify means to back up sensitive information	<input type="checkbox"/>
Means to prioritize this information on recovery	<input type="checkbox"/>
Back Up Important Business Data	<input type="checkbox"/>
Identify important business data on desktops and mobile devices	<input type="checkbox"/>
Working files	<input type="checkbox"/>
Emails or other recorded business communications (chat/phone calls)	<input type="checkbox"/>
Invoices	<input type="checkbox"/>
Tax/financial information	<input type="checkbox"/>
Employee and customer records	<input type="checkbox"/>
Identify backup points, replication targets	<input type="checkbox"/>
Identify backup and disaster budget	<input type="checkbox"/>
Protect Hard Copy Data	<input type="checkbox"/>
Identify important documents saved as hard copies	<input type="checkbox"/>
Contracts with suppliers or customers	<input type="checkbox"/>
Employee information	<input type="checkbox"/>
Tax or financial information	<input type="checkbox"/>
Ensure documents are kept in safe places – and ensure digital copies exist	<input type="checkbox"/>
Designate a Recovery Site	<input type="checkbox"/>
Where can staff relocate in case headquarters is down?	<input type="checkbox"/>
Can staff work from home using secure VPN connections?	<input type="checkbox"/>
Resources needed for recovery site(s)	<input type="checkbox"/>
Crisis Communications Plan	<input type="checkbox"/>
Ensure there is a strategy for internal and external crisis communication	<input type="checkbox"/>
Ensure there are written templates and scripts for each disaster situation	<input type="checkbox"/>
Make sure the task team knows each of their roles in the communication plan	<input type="checkbox"/>
Test, measure, and update	<input type="checkbox"/>
Test each disaster recovery plan for each risk situation identified	<input type="checkbox"/>
Review any vulnerabilities or issues found during testing	<input type="checkbox"/>
Re-evaluate your plan and fix any roadblocks found	<input type="checkbox"/>