



Essential Business Continuity Checklist

Steps to create a comprehensive continuity plan for your business

Who to Involve

- BCP Team Lead
- Department heads or representatives from the following teams:
 - Production
 - IT
 - Legal
 - Accounting
 - Insurance
 - Public Relations
 - HR

Risk Assessment

Equipment and Data

- Power supply
- Access to company systems and data
- Communication equipment

Relationships

- Key staff or skills loss
- Dependence on major customers and/or suppliers

Process Disruption

- Access to funding sources
- Industry disruption via a new competition model

Data Backups

- Back up all essential data to secure servers, including the following:
 - Financial and tax information
 - Contracts (with suppliers, clients, and employees)
 - Invoices
 - Past and present project files

- Essential communications, including emails, recorded phone conversations, etc.
- Digital copies of hard copy data
- Employee directory and information
- Client information

Communication

Pre-Crisis:

- Ensure that every employee has access to the business continuity plan, especially specific steps involving them
- Plan how and when you will train employees from each department on emergency procedures and their roles, and who will conduct training

Post-Crisis:

- Determine how communications will be conducted in the case of phone and other communications disruptions
- Determine communication chains for instructing on emergency protocols
- Write macro scripts for clients, employees, and vendors
- Create a backup list of contact info for all employees, vendors, and clients

Immediate Emergency Response

- Budget
- Essential services
- Acceptable levels of production
- Personnel procedures

Disaster Impact Analysis

- Evaluate impact on:
 - Building
 - Physical equipment
 - Data
 - Personnel
 - Production
 - Revenue
 - Contractual obligations
- Identify the most critical areas to address first

Recovery

- Create a recovery schedule goal
- Plan recovery stages and implementation

Evaluation and Revision

- Test each process with each team
- Evaluate any issues within the plan or new problems that arise
- Revise plan accordingly