

Business Continuity Plan Checklist

This Business Continuity Plan (BCP) checklist is a tool to help businesses set in place protocols to help keep essential functions operating if a crisis arises.

This checklist is to be used as a starting point.



Crisis Management

Assesses the risks to your business and strategies to manage

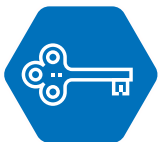
- Conduct a business impact analysis
- Identify resources that are essential to keeping business-critical operations running
- Set up a cross-functional BCP response team of key contacts
 - * Having a BCP team who take charge should a crisis arise avoids any confusion and inconsistent policies being communicated to the wider team.



Impact Analysis

Identifies your business' critical and non-critical functions and activities

- List potential disruptions and threats to your business, both critical and non-critical, and how to best recover from them
- List all requirements needed to immediately respond before, during and after a crisis
- Calculate your downtime costs and create a budget



Business Response and Disaster Recovery

Lists out what is needed to ensure your business is equipped during a crisis to minimise overall impact

- Create a communication strategy to support the BCP team and wider team – list how the team will reach one another, how to respond to customers and how departments will meet and collaborate during and after the crisis
- Isolate and backup sensitive information that is vital to the business e.g. financial records and login credentials
- Stay close to your customers and track their demands



Business Recovery

Outlines steps to restore your business and get it running again after a crisis

- Educate employees on an ongoing basis on your BCP and train them in the skills needed to execute
- Audit available IT hardware and software and close any gaps in access
- Test, measure and regularly update