

## BUSINESS CONTINUITY PLANNING CHECKLIST

Business continuity planning is critical to ensuring that your organisation can respond effectively to unexpected disruptions and maintain essential functions. A comprehensive, thought-through plan helps minimise the impact on operations, reputation, and revenue.

This checklist is designed to assist you in evaluating your current Business Continuity Plan or in creating one if you don't have one yet. It provides a structured approach to identifying potential threats, assessing their impact, and developing strategies to manage them.

Checklist	Yes	No
<b>Risk Assessment</b> Have you identified potential threats and hazards that your organisation might face, such as natural disasters, cyber attacks, business interruptions, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Impact Analysis</b> Have you determined the possible negative consequences associated with each identified risk, considering operational, financial, and reputation impacts?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Key Business Functions</b> Have you identified the essential organisational operations that need to remain operational during a crisis?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recovery Strategies</b> Have you developed strategies to maintain or resume prioritised activities during a disruption? Have critical resources to support recovery been identified?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Alternate Working Locations</b> Have you determined how staff will work if your premises are disrupted? Work from home is a solution for many but isn't foolproof.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Primary and Alternative Suppliers</b> Have you evaluated your supply chain and determined primary and alternative suppliers to ensure business continuity?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Critical Staff</b> Have you identified staff members performing critical functions and assessed their availability during a crisis, also devising backup solutions?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Data Protection and Recovery</b> Have you verified your data backup and recovery capabilities, ensuring that your critical business data can be restored quickly during a crisis?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Plan</b> Have you developed a communication strategy for internal and external stakeholders, including communication channels, time scales, and responsible parties?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Response and Recovery Plan</b> Have you defined immediate actions to respond to an incident and recovery actions to bring operations back to normal?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Testing and Training</b> Are you regularly testing your business continuity process and training your employees to ensure they understand their roles and responsibilities in the event of a crisis?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan Maintenance</b> Are you regularly reviewing and updating your Business Continuity Plan, adjusting as needed for changes to your business, technology, or environment?	<input type="checkbox"/>	<input type="checkbox"/>

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**Disclaimer:** Please note that this checklist is a guide. Every organisation is unique, and Business Continuity Plans should be adapted to meet your organisations specific needs. Adhering to these guidelines will help build a robust business continuity strategy, ensuring that your organisation can withstand and prosper through another crisis. If you need further assistance, don't hesitate to contact RiskLogic. With years of expertise in risk & resilience consulting, we provide tailored solutions and support for your organisation.

