



Business continuity plan checklist

Please use this checklist to assist you in creating and/or assessing each area of your business continuity plan.

	Business operations
	Compile a list of your company's locations and the departments, people, IT and non-IT assets within each of those locations.
	Assess which dependencies feed into and are produced from your operational processes.
	Consider any rules and regulations governing your business operations.
	Determine the minimum level at which your business can operate, and then identify which departments and/or processes need to be restored first after an interruption.
	Evaluate the minimum resources needed to keep your critical processes running.
	Establish your recovery time objectives (RTOs).
	Create a list of any natural and everyday disasters that could affect your business.
	Classify events as high, medium or low likelihood. Create fully detailed plans for high-likelihood events. As event likelihood decreases, plans can become more general, but you should plan for every possible event.
	Confirm your insurance coverage.
	Store an off-site copy of your business continuity plan in a secure, disaster-proof location.
	Communicate your plans with vendors, suppliers, employees, partners, etc.

	Cost analysis
	Quantify the potential costs of downtime or a total business failure.
	Assess the cost of downtime per hour for each department
	Weigh the cost of downtime versus the cost of specific recovery solutions.

	Staff
	Have cash on hand for emergency payroll.
	Compile a list of employee mobile numbers for emergency communication.
	Appoint recovery team members and emergency communication points of contact for each department.
	Assemble an emergency preparedness kit including the following: <ul style="list-style-type: none">• Employee information• Supplier and vendor contact information• Disaster recovery vendor contact information• Torch• First aid kit
	Create and communicate an evacuation plan.
	Communicate safety tips and emergency shelter plans.