

ONGOING OPERATIONS



Checklist	Yes (Y), Needs work (N), Answers in blue	Additional Notes & Comments
Checklist for Management		
Does the company have a clear BCM policy?		
Who is the senior level BCM sponsor		
Who is responsible for day-to-day BCM management (team or individual)		
Is there a BCM specific budget in place		
Each department should have a BCM representative		
Business Impact & Risk Assessment		
What are the potential impacts for the following areas?		
Member		
Fraud Exposure		
Legal Exposure (Fines or Penalties)		
Recovery Time Objective (RTO)		
Recovery Point Objective (RPO)		
Financial Impact Analysis (FIA)		
Is there a prioritized list and inventory of business processes?		
Do you have an itemized list for the following critical resources?		
Systems		
Locations		
Equipment		
Skills		
Supplies		
Has a risk assessment been completed to identify potential threats to business continuity?		
Likelihood		
Impact		
Are their mitigation measures in place to reduce or eliminate threats where possible?		
Contingency Plans		
Are arrangements in place to support the recovery of critical resources?		
Systems		
Locations		
Equipment		
Skills		
Supplies		
Are there manual procedures in place to be used while systems are being recovered?		



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Does this plan meet the recovery time objectives?		
Are the arrangements formally binding and supported with contracts?		
Is there an established timeline for restoring critical computer and communications infrastructure?		
Has this been tested?		
Has a data recovery test been completed successfully?		
Have individual recovery processes been documented?		
Do your vendors have business continuity plans of their own, that suit your needs?		
Documentation		
Are your business continuity arrangements in a formal business continuity plan?		
Does the plan cover the following?		
Activating the plan		
Assessing the incident		
Escalating the response		
Standing down		
Does the plan include the contact details for the following?		
Staff		
Suppliers		
Members		
Stakeholders		
Regulators		
Insurance Providers		
Is there a messaging system to timely & effectively contact staff?		
Do the plans clearly state roles and responsibilities for Team Members listed?		
Have copies of the plan been distributed to those who need it?		
Training & Implementation		
Are all staff aware of the BCP?		
Are all those who have responsibilities trained and familiar with the plans?		
Does your company have annual BCP training for Team Members?		
Has the plan been exercised in its entirety?		
Reviewing and Process Updating		
Who is responsible to managing the plans and keeping it up to date?		
Are there procedures in place for updating the plans with changes in personnel, processes, resources, etc.?		
Are the plans reviewed annually by the Board of Directors?		