

BCP Checklist



Checklist	Y/N	Additional Notes and Comments
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)?		
Do you have a BCM-specific budget in place?		
Do you think each department should have a BCM representative?		
Business Impact and 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)		
Do you have 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 there mitigation measures in place to reduce or eliminate threats where possible?		

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Contingency Plan		
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?		
Does this plan meet the recovery time objectives?		
Are the arrangements formally binding and supported by contracts?		
Do you have 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 a business continuity plan of their own, that suit your needs?		
Documentation		
Are your business continuity arrangements in a formal business continuity plan?		
Does your business continuity plan cover the following?		
Activating the plan		
Assessing the incident		
Escalating the response		
Standing down		
Does your business continuity plan include the contact details for the following?		
Staff		
Suppliers		
Members		
Stakeholders		
Regulators		
Insurance Providers		
Do you have a messaging system to timely and effectively contact staff?		

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Documentation (Continued)		
Does your business continuity plan clearly state roles and responsibilities for team members listed?		
Have copies of your business continuity plan been distributed to those who need it?		
Training and Implementation		
Are all staff aware of the BCP?		
Are all those who have responsibilities trained and familiar with your business continuity plan?		
Does your company have annual BCP training for team members?		
Has your business continuity plan been exercised in its entirety?		
Reviewing and Process Updating		
Who is responsible for managing your business continuity plan and keeping them up to date?		
Are there procedures in place for updating your business continuity plan with changes in personnel, processes, resources, etc.?		
Is your business continuity plan reviewed annually by the Board of Directors?		

Contact us

Learn more about what we can do for your business continuity plan.



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