The Complete Business Continuity Checklist

No business is immune to disaster.

Use this is a starting point for your comprehensive preparedness plans. Disaster recovery strategies, however, will always depend on each organization's specific structure, systems and environments, as well as the severity and nature of the disaster situation.

Be prepared for anything.

Business Continuity Plan Items	Complete:
Incident Response Team	□
Team coordinator	□
Information security	□
Systems	□
Security	□
Production	□
Insurance	□
Legal	□
Public relations.	□
Personnel	□
Audit	□
Emergency response team.	□
Business Continuity Plan.	□
Mission-critical processes	□
Mission-critical services	□
Acceptable levels of service during a disaster	□
Acceptable levels of production during a disaster	□
Recovery Time Objectives (RTO)	□

- Recovery Point Objectives (RPO) □
- Essential employees □
- Essential sub-contractors or services □
- Mission-critical technology components □
- Compliance requirements governing □
- Business partner essential metrics to ensure no breach of contract □
- Potential threat scenarios identified □
- Practical disaster recovery strategies for each scenario. □
- Disaster situation budget / costs of downtime and productivity. □
- Business Impact Analysis (for each of the potential disasters) □
- Identify areas of vulnerability. □
- People / relationships. □
- Property □
- Supply chain □
- Production □
- Information technology □
- Business reputation □
- Contract obligations □
- Review and prioritize areas of vulnerability □
- Develop mitigation strategies. □
- Education and training □
- List contact information for all key personnel □
- Make sure entire company is aware of the roles during a disaster □
- Ensure training for key personnel on the BC plan requirements □
- Isolate Sensitive Information □
- Identify where sensitive information is stored/processed □
- Identify means to back up sensitive information □
- Means to prioritize this information on recovery □
- Back Up Important Business Data □
- Identify important business data on desktops and mobile devices □
- Working files □
- Emails or other recorded business communications (chat/phone calls) □

Invoices . . . . □

Tax/financial information . . . . □

Employee and customer records . . . . □

Identify backup points, replication targets . . . . □

Identify backup and disaster budget . . . . □

Protect Hard Copy Data . . . . □

Identify important documents saved as hard copies . . . . □

Contracts with suppliers or customers . . . . □

Employee information . . . . □

Tax or financial information . . . . □

Ensure documents are kept in safe places – and ensure digital copies exist . . . . □

Designate a Recovery Site . . . . □

Where can staff relocate in case headquarters is down? . . . . □

Can staff work from home using secure VPN connections? . . . . □

Resources needed for recovery site(s) . . . . □

Crisis Communications Plan . . . . □

Ensure there is a strategy for internal and external crisis communication . . . . □

Ensure there are written templates and scripts for each disaster situation . . . . □

Make sure the task team knows each of their roles in the communication plan . . . . □

Test, measure, and update . . . . □

Test each disaster recovery plan for each risk situation identified . . . . □

Review any vulnerabilities or issues found during testing . . . . □

Re-evaluate your plan and fix any roadblocks found . . . . □

About Arcserve

Arcserve, a global top 5 data protection vendor, provides the broadest set of best-in-class solutions to manage, protect and recover all data workloads, from SMB to enterprise and regardless of location or complexity. Arcserve solutions eliminate complexity while bringing best-in-class, cost-effective, agile, and massively scalable data protection and certainty across all data environments. This includes on-premises, cloud (including DRaaS, BaaS, and Cloud-to-Cloud), hyperconverged, and edge infrastructures. The company's nearly three decades of award-winning IP, plus a continuous focus on innovation, means that partners and customers, including MSPs, VARs, LARs, and end-users are assured of the fastest route to next-generation data workloads and infrastructures. A 100% channel-centric organization, Arcserve has a presence in over 150 countries, with 19,000 channel partners helping to protect 235,000 customers' critical data assets. Explore more at arcserve.com and follow @Arcserve on Twitter.