

Business Continuity and Disaster Recovery Planning Checklist

Business Continuity Plan (BCP) Project Approach

1. Business Impact Analysis

- a. Review existing business continuity capabilities:
 - i. Evaluate the risk to business process failures
 - ii. Identify critical and necessary business functions/processes and their resource dependencies
 - iii. Estimate the financial and operational impacts of disruption and the required recovery timeframe for these critical business functions
 - iv. Assess the effectiveness of existing risk reduction measures
- b. Compile BIA Report:
 - i. Financial impact of disruption
 - ii. Operational impact of disruption
 - iii. Prioritized critical functions for business continuity
 - iv. Recover time frames for critical functions
 - v. Required resources (i.e. computer systems, vital records, telecommunications, and work areas) for business continuity

2. Strategy Selection

- a. Identify a range of specific recovery strategies to address interruptions of production processes
- b. Identify the computing resources required to recover the various distributed processing environments
- c. Document alternative recovery strategies within a Recovery Strategy Selection report

3. Business Continuity Plan Documentation

- a. Create new Business Continuity Plan including:
 - i. Emergency notification and disaster declaration procedures
 - ii. Recovery team procedures
 - iii. Facility and business restoration procedures
 - iv. BCP testing and maintenance cycles
 - v. Appendices for master contact lists, equipment inventories, connectivity schematics, etc.

Twelve Business Continuity Plan (BCP) Components:

1. Personnel
2. Technology Components
3. Data Center Recovery Alternatives
4. Backup Recovery Facilities
5. Geographic Diversity
6. Backup and Storage Strategies
7. Data File Backup
8. Software Backup
9. Off-site Storage
10. Facilities
11. Communications
12. Other Considerations