

10-Point Checklist: Business Continuity

Business continuity is not just about disaster recovery; it is about ensuring your organization's core value delivery remains intact, regardless of external pressures. Use this checklist to audit your current preparedness and identify the critical gaps in your operational resilience.

☐	1. Identify Mission-Critical Functions: Have you mapped out exactly which processes, people, and technologies are essential to keep the business running during the first 24–48 hours of a disruption?
☐	2. Conduct a Business Impact Analysis (BIA): Have you documented the potential financial and operational costs associated with different types of downtime?
☐	3. Establish & Train a Business Continuity Committee: Have you appointed a cross-functional, well-trained committee with the clear authority to lead, make rapid decisions, and oversee the execution of the continuity plan during a crisis?
☐	4. Create a Communication Protocol: Is there a pre-approved communication plan for notifying employees, clients, and partners within two hours of a major incident?
☐	5. Define Recovery Time Objectives (RTOs): Have you established strict, realistic timeframes for how quickly each critical function must be restored?
☐	6. Secure Off-Site Resource Redundancy: Do you have verified, redundant systems for data, infrastructure, and workspace to ensure business functions can move off-site if your primary location becomes inaccessible?
☐	7. Map Supply Chain Dependencies: Have you identified alternative suppliers or service providers for all essential components of your operations to avoid single-point-of-failure bottlenecks?
☐	8. Execute Tabletop Exercises: Have you run "stress tests" or simulated drills with your team to practice the response plan and identify coordination gaps before a real crisis occurs?
☐	9. Automate Alert & Monitoring Systems: Are your systems capable of notifying you automatically when core operational metrics fall outside of safe, pre-defined parameters?
☐	10. Implement a Continuous Improvement Loop: Have you integrated a post-incident review process to update and refine your continuity plan based on lessons learned from both drills and real-world events?

BTensure is your partner to implement the changes smoothly and successfully