



Business Continuity Plan/Disaster Recovery Plan Checklist

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pwc

Business Continuity Plan/Disaster Recovery Plan - Checklist

	YES	NO
1. Do you have a BCP/DRP?		
2. Were you affected and did you plans help?		
3. Do you have your plans and key documentation printed, stored safely and accessibly away from work? Does it include the following: Names, addresses and phone numbers for the crisis management staff, staff members, clients and vendors? Location of the offsite data backup storage media? Locations of alternative worksites? Copies of sales contracts, agreements or other key business documents? Copies of insurance contracts? Other critical materials necessary for business survival?		
4. Does the insurance policy include business interruption coverage?		
5. Do you know the potential financial and non-financial impact of a business interruption involving major human, physical and technology loss?		
6. Do you know what resources you need as a minimum to recover your critical business functions?		
7. Do you know what are your maximum tolerable outage and critical activities are in the event of a disaster?		
8. Have you defined your Business Continuity Teams including the crisis management function and critical business functions? Have you clearly defined the roles and responsibilities of the Business Continuity Team members?		
9. Have you identified alternates for all your personnel, especially your recovery team members who hold responsibilities during a disaster?		
10. Does the plan include backup facilities? Hot backup site? Cold site? Reciprocal agreement?		
11. Have you recently completed an impact/risk analysis?		
12. Is all application software backed-up and stored off-site?		
13. Does your organisation have the project management skills or staff to identify, plan and execute the next steps in re-building as well as continuing to operate as a business?		
14. Are there alternatives for entering input normally keyed on-line?		
15. Have you made provisions to have keying done on the outside in emergencies?		
16. Does your organisation have the project management skills or staff to identify, plan and execute the next steps in re-building as well as continuing to operate as a business?		
17. Is there a layout of your communications network? Is a copy of it stored off-site?		
18. Are you happy with your critical suppliers' and outsourced providers' business continuity plans, such that they will not have a significant impact on your business?		

For more advice on developing and implementing your disaster recovery plan please contact:

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