

Business Continuity Basics Checklist

What to actually have in place before a system outage or data loss becomes a crisis.

Data & Backups

- ☐ Regular backups running automatically, not manually when someone remembers
- ☐ Backups tested periodically by actually restoring from one
- ☐ Backups stored somewhere separate from your primary systems

Access & Continuity

- ☐ A documented list of who has access to what critical systems
- ☐ A plan for what happens if a key person with unique system knowledge is unavailable
- ☐ Passwords and credentials stored somewhere accessible to more than one trusted person

Communication Plan

- ☐ A plan for how the team communicates if primary systems go down
- ☐ A way to reach customers if there's a service disruption
- ☐ Someone designated to make the call on when and how to communicate an outage

Recovery Basics

- ☐ A written, even if brief, plan for "if X system goes down, here's what we do first"
- ☐ Contact information for key vendors readily available
- ☐ An estimate of how long the business can operate manually if a core system is down

This is a starting point. A full business continuity plan goes deeper than this checklist; this is meant to catch the basics that are easy to overlook until the moment you actually need them.