



BUSINESS CONTINUITY PLAN CHECKLIST

IDEAS | PEOPLE | TRUST



PLANNING

TASK	COMPLETED	IN PROGRESS	NOT STARTED
Assign responsibility for planning and preparedness to a senior executive and a deputy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult all key internal stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult key external stakeholders (key suppliers, regulators, customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess high level impact on your organisation and attach appropriate priority to the planning process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a business continuity plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish authorities, triggers and procedures for implementing plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test and review the plan on a regular basis and use any learnings to enhance BCP processes and controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STRATEGIC CONSIDERATIONS

TASK	COMPLETED	IN PROGRESS	NOT STARTED
Identify critical activities and the employees and inputs required to maintain them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate the possible impact of employee absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate the possible impact of disruption to the supply of inputs from suppliers in Ireland and overseas suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine the likely impact on your market and on your customers' requirements (scenario planning, sensitivity analysis, working capital requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and agree strategic imperatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review the business need for face-to-face Meetings and consider the potential for remote working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review the need for business related travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the circumstances under which you might decide to scale back or suspend operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUITY MEASURES

TASK	COMPLETED	IN PROGRESS	NOT STARTED
Nominate deputies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross-train, and identify alternative sources of labour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare emergency communications plan and assign ownership through telephone trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess the impact of increased take-up of employee welfare services and sickness absence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare policies on sick leave and compassionate leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make arrangements to assure key supplies are maintained during a significant event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess the possibility of changes to your product, your service, or your interaction with customers, and plan for any changes you consider appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review business interruption insurance coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORKPLACE RISKS

TASK	COMPLETED	IN PROGRESS	NOT STARTED
Risks assess all office spaces and ensure appropriate health, safety and hygiene standards can be maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare policies on hygienic behaviour for employees and visitors to premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan for frequent and effective cleaning of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan measures to reduce face-to-face contact with customers / suppliers and between employees from different sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare policies on flexible work locations and flexible working times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide ICT infrastructure to support teleworking and remote customer interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REVIEW

TASK	COMPLETED	IN PROGRESS	NOT STARTED
Ensure that your BCP includes appropriate disaster recovery arrangements for all critical IT infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure remote working arrangements in place are adequately controlled and that business impacts have been assessed in the event of downtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure your BCP is aligned with updated financial, operational and resourcing plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test and review the plan on a regular basis and use any learnings to enhance BCP processes and controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR MORE INFORMATION:

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