

Business Continuity Checklist

Thinking about how to protect your business from disruption in the future?
Document and share this information with relevant people in the business:

- A person identified to take the lead in a disruption.
- Alternate (back-up) persons identified to lead key processes.
- An adequate level of business interruption and/or key person insurance is in place.
- Procedures for expense authorization and payment.
- Communication for key stakeholders (customers, suppliers, etc.) is well defined.
- Main vendor/supplier names and contact information.
- Employee notification procedures (i.e., phone chains).
- Procedures to ensure that the business is able to continue in a disruption:
 - paying employees and suppliers.
 - receiving payments.
 - receiving supplies.
 - producing or providing service(s).

Business Continuity Checklist (People Considerations)

People. These include:

- Who manages the business affairs if something happens to the owner or key employee?
- What are the business' critical tasks? Who is responsible for each task?
- Are there manual workarounds for system-based processes?
- Which key stakeholders would need to be reassured in the event of a disruption? (employees, vendors, suppliers, etc)
 - How can they be contacted?
 - Who is responsible for making contact?
- Is there a network of peer businesses/associates who may assist during disruption?
 - Who are they and how can they be contacted?

Business Continuity Checklist (Documentation Considerations)

Documents. These include:

- Are key documents in place?
- Where are latest versions of documents stored?
- Is there one central storage place? Electronic and physical versions?
- What is the contact information of the business lawyer, accountant, etc.?
 - Is the business insured?
 - Are there adequate amounts of business interruption insurance and key employee insurance?

Business Continuity Checklist (Financial Considerations)

Financial. These include:

- How will bills get paid (including salaries)? What about receivables?
- Where are business accounts (with which institutions)?
- Who has signatory rights to business accounts?
- Does owner also conduct business transactions via a personal account? How will these funds be accessible to the business?
 - If the business owner has joint business credit cards with other family members, how will payment of balances be handled?
- What is the plan to engage a crisis protocol (e.g. disruption that lasts more than 3months) ?