BUSINESS CONTINUITY & DISASTER RECOVERY WORKSHEET

For each scenario recorded in the impact analysis, use this worksheet to create detailed procedures, resource requirements, and logistics to recover adequately.

Program Administration
- Define the scope, objectives, and assumptions of the business continuity plan.

Business Continuity Organization
- Define the roles and responsibilities for team members.
- Identify the lines of authority, succession of management, and delegation of authority.
- Address interaction with external organizations including contractors and vendors.

Business Continuity Strategies & Requirements
- Create detailed procedures, resource requirements, and logistics for execution of all recovery strategies
- Create detailed procedures, resource requirements, and logistics for relocation to alternate work sites
- Create detailed procedures, resource requirements, and data restoration plan for the recovery of information technology (networks and required connectivity, servers, desktop/laptops, wireless devices, applications, and data)
- Document all forms and resource requirements for all manual workarounds

Incident Management
Define procedures for
- Incident detection and reporting
- Alerting and notifications
- Business continuity plan activation
- Emergency operations center activation
- Damage assessment (coordination with emergency response plan) and situation analysis
- Development and approval of an incident action plan

Training, Testing & Exercising
- Training curriculum for business continuity team members
- Testing schedule, procedures, and forms for business recovery strategies and information technology recovery strategies
- Orientation, tabletop, and full-scale exercises

Program Maintenance and Improvement
- Schedule, triggers, and assignments for the periodic review of the business continuity and IT disaster recovery plan
- Details of corrective action program to address deficiencies