



Business Continuity Management Program Review Checklist

Plan Scope

	Yes	No	Remarks
1. Have specific objectives of the plan been defined? Do the objectives appear reasonable?			
2. Does the scope of the plan appear reasonable to the present operations of the agency and that there is valid justification for any areas that have been excluded?			
3. Do the assumptions made in the plan appear reasonable and take into consideration the current risk factors faced by the agency?			

Business impact assessment

	Yes	No	Remarks
1. Have all business units / processes been assessed to determine their criticality to the agency?			
2. Do the criteria used to determine criticality appear reasonable?			
3. Have recovery timeframes (or maximum tolerable outage) for each critical activity been identified?			
4. Have the minimum business continuity resource requirements for critical business activities been identified?			

Response Options

	Yes	No	Remarks
1. Has a detailed analysis of various alternative treatment (recovery) options, including internal options, which can support the agency's business continuity requirements been carried out?			
2. Were specific selection criteria defined and used in the evaluation of treatment options, and do they appear reasonable?			
3. Does the selected treatment option for each of the critical business activities appear reasonable and capable of supporting the current operations?			
4. Do the treatment options provide for a smooth integration of the components applicable to different departments in different locations within the agency?			
5. Where third party services are used, does the contract appear reasonable?			



Plan Content

	Yes	No	Remarks
<u>Disaster notification and escalation</u>			
1. Is the disaster notification and plan activation procedure clearly documented?			
2. Are there management procedures for monitoring of a situation and incident escalation?			
3. Do the procedures provide for a decision tree approach to help guide the management team under situation of intense pressure?			
4. Do the incident escalation procedures involve appropriate civil authorities and other external agencies?			
5. Are there procedures for handling the media and communications with internal and other external parties?			
<u>Business continuity procedures</u>			
6. Do the numbers and composition of recovery teams appear reasonable and consistent with the BCP needs of the agency?			
7. Do the procedures for transporting staff and materials appear reasonable?			
8. Are manual continuity procedures written in a format of sufficient details that could easily be followed?			
9. Do the continuity procedures provide for on-going checkpoints on the success of the operations and fall back positions?			
10. Do the continuity procedures provide for controls over the completeness and accuracy of the process?			
<u>Recovery (return to normal) procedures</u>			
11. Is there a process for conducting damage assessment post-disaster?			
12. Do the salvage and refurbishment procedures appear reasonable?			
13. Do the procedures address the 'return to normal' operations in a controlled manner?			
14. Do the procedures for the 'return to normal' operations appear to be reasonable?			



Training

	Yes	No	Remarks
1. Is there regular and pre-defined training that is to be performed in accordance with a structured program?			
2. Does the training program appear reasonable and appropriate?			
3. Is there a process to ensure that all staff receive regular refresher training?			
4. Has BCM awareness been incorporated into the staff induction training?			

Exercising/Testing

	Yes	No	Remarks
1. Is there a regular and pre-defined schedule of exercises?			
2. Does the exercise schedule appear reasonable and appropriate?			
3. Is there a pre-defined methodology for exercising various components of the plan?			
4. Are results of tests being documented in accordance with the defined methodology?			
5. Are post-mortems being held after each test?			

Maintenance

	Yes	No	Remarks
1. Has responsibility for plan maintenance or administration been assigned to specific individuals?			
2. Is there a regular and pre-defined schedule for plan maintenance?			
3. Does the plan maintenance schedule appear reasonable?			
4. Does the plan maintenance process outline conditions which should automatically trigger plan updates?			
5. Does the plan maintenance process provide for control over the completeness and accuracy of changes, as well as approval for making documentation changes?			