

## Business Continuity Program (BCP) Checklist

BCP Element	Documented BCP Components	Have It	Don't Have It	Tested It (if applicable)	Haven't Tested It (if applicable)	It Works	It Failed
Establish Program	BCP Purpose						
Establish Program	BCP Legal Requirements						
Establish Program	BCP Scope						
Establish Program	BCP Policies						
Establish Program	BCP Objectives						
Establish Program	BCP Budget						
Establish Program	BCP Advisory Committee						
Establish Program	BCP Records						
Establish Program	BCP Roles & Responsibilities						
Establish Program	BCP Training Needs						
Establish Program	BCP Annual Review						
Assessment	Hazard Identification						
Assessment	Business Impact Analysis						
Assessment	Vendor Resiliency Questionnaire						
Preparedness	Mutual Aid Agreements						
Preparedness	Communication Systems						
Preparedness	Table Top Exercises						
Response	Response Goals						
Response	Incident Notification & Escalation Levels						
Response	Crisis Management Team (CMT) Members, Roles, & Responsibilities						
Response	CMT Locations						
Response	Emergency Operations Centre (EOC)						
Response	Response Procedures						
Recovery	Incident Damage Checklist						
Recovery	Incident Recovery Records						
Recovery	Incident Corrective Action Plans						

# Business Continuity Program (BCP) Checklist

## **Glossary of Checklist Terms**

1. BCP Purpose – A definition of the purpose of your program.
2. BCP Legal Requirements – Confirmation that the BCP complies with all current applicable legislation.
3. BCP Scope – A definition of which business units are expected to adhere to the organization's BCP.
4. BCP Policies – All policies related to the organization's ability to assess, prepare, respond, and recover from a crisis.
5. BCP Objective – A definition of the goals of the organization's BCP.
6. BCP Budget – An annual, itemized budget depicting all planned and actual costs related to the management and implementation of the BCP.
7. BCP Advisory Committee – A list of current employees and public/private stakeholders that meet at least annually to review and adjust the priorities and resource allocation dedicated to the BCP.
8. BCP Records – Secured documentation related to all facets of the BCP.
9. BCP Roles & Responsibilities – A clear definition of expectations for all those involved with the creation, implementation, and management of the BCP.
10. BCP Training Needs – A schedule of detailed training to be delivered and to whom.
11. BCP Annual Review – A scheduled date, agenda, and expected attendees for this annual meeting.
12. Hazard Identification – A list of key organizational hazards rated by likelihood and impact.
13. Business Impact Analysis – The quantified dollar impact on the organization of the key hazard.
14. Vendor Resiliency Questionnaire – Documentation of the BCP of current key vendors evaluating their ability to assess, prepare, respond, and recover from a crisis.

To learn how the SEC works with security practitioners to establish or improve their business continuity programs, please visit: [Next Generation Business Continuity Program](#)