

Business Continuity Planning Questionnaire

Any organization that has effective business continuity plans in place should be able to answer the following questions in the affirmative. If this is not true for a significant number of questions, then either you do not have an adequate response strategy to potential threats to your business, or the strategy that is in place may fail you on the day that it has to be executed.

Business Imperatives

- Do you know which your key business objectives are; those outcomes that would cause severe long-term damage to your organization if they failed?
- Can you quantify the extent to which failure of key business objectives would damage your business, in financial and other terms?
- If your key business objectives fail, do you know how quickly they would need to be restored to avoid long-term damage?

Mission Critical Activities

- Have you identified which business activities your key objectives depend upon; directly or indirectly?
- Do you understand the nature of the inter-dependencies between these mission critical activities (MCAs)?
- Do you know which of your MCAs are dependent upon the continuing ability of 3rd parties to provide you with goods, materials or services?

Threats and Vulnerabilities

- Do you understand the spectrum of risks and threats, both internal and external to the organization, which could disrupt your key business objectives?
- Are there any specific threats that have a greater probability of occurring due to the location, environment or nature of your business?
- Do you understand how vulnerable your MCAs are to these specific and generic threats?
- Have you identified all the potential single-point-of-failure vulnerabilities?

Response Strategy and Continuity Plans

- Do you have a strategy in place to respond to potential risks?
- Does your strategy include a mix of responses (risk avoidance, risk management, business continuity plans, etc) based on the nature of the threats, corresponding business impacts and the organization's risk appetite?
- Where business continuity plans (BCPs) are the appropriate response, have these been developed?
- Are your BCPs comprehensive and detailed?
- Were those responsible for executing the plans involved in their development?
- What assurance do you have that the BCPs would work?

Business Continuity Management

- Do you have management systems in place to ensure that your response strategy and BCPs remain current and effective as business circumstances change?
- Do you have single-person accountability for business continuity at board level?
- Is the accountable executive supported by a BCP champion within the organization?
- Do you regularly review, test and update your BCPs?

Matrix_{BCP} specialises in helping companies to ensure business continuity for operations conducted in potentially difficult environments. The proven techniques and methods deployed by Matrix_{BCP} ensure efficient, easily workable plans, whatever the causes of these difficulties may be (political, climatic...)