

Business Continuity Plan Template

**Company Name:**

**Street Address:**

**Web address:**

**VERSION:**

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1. Scope:

Define the scope and aim of your business continuity plan.

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1. Goals and Objectives:

List the goals and objectives of the plan.

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1. Key Business Functions and Recovery Priorities:

Information listed here is used to recover essential business process. Information should include key process, IT systems, and data backups.

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1. Business Impact Analysis:

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1. Recovery Priorities:

Define and list your business recovery priorities.

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1. Recovery Teams:

Define the scope and aim of your business continuity plan.

Team roles:

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Team Responsibilities:

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Team Contact Details

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1. Recovery Plan:

Define the activities needed to allow your business to continue. Include a list of recovery tasks.

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1. IT Systems Resources:

List the IT systems and resources needed for your recovery plan.

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1. Office Recovery Plan:

Define your office recovery plan.

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1. Maintenance Protocols:

List the protocols for maintenance of your business continuity plan.

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1. Employee Contact List:

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1. Emergency operations centre locations:

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