Business Continuity Planning Starter Template

This template is designed to help small and medium-sized businesses begin the process of formalizing their business continuity strategy. Use it to identify risks, define critical thresholds, and build repeatable processes for recovery.

# 1. Risk Assessment Summary

List potential risks that could impact your operations (e.g., ransomware, fire, vendor failure, power outage):

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# 2. Recovery Objectives

Recovery Time Objective (RTO):

This is the maximum acceptable amount of time that your business can be offline.

Example: 4 hours

Recovery Point Objective (RPO):

This defines how much data (in time) you can afford to lose.

Example: 30 minutes

# 3. Business Impact Summary

Which systems and processes are most critical to your operations? List them in order of importance:

1.

2.

3.

# 4. Communication Plan

Who needs to be notified in the event of an incident? List stakeholders and how you’ll contact them:

- CEO:

- IT Provider:

- Key Clients:

# 5. Backup and Testing Schedule

Define how often you back up data and test recovery procedures:

- Backup frequency:

- Recovery test schedule:

# 6. Notes and Next Steps

Use this section to note any follow-ups, missing information, or assignments for team members.