



Business Continuity Program Self-Assessment

Use this questionnaire to assess the state of your business continuity program. If you need help or have any questions, please Contact Us at Help@Remver.com or 940-573-6837. We are Always Happy to Help.

	Control	Yes	No	Comment (s)
1	We clearly understand why we've invested in a business continuity program			
a	We have defined, documented, and conveyed the need of the program to need to know personnel and stakeholders			
b	Everyone understands the need of the continuity program			
c	We have established, documented, and implemented a continuity policy			
2	Our senior management agrees on the products and services the business continuity program is working to protect and the maximum downtime tolerance for each			
a	Executive management supports, communicates, promotes, and funds our continuity needs			
b	We considered all relevant legal, regulatory, and other requirements when we established our program			
c	We have established procedures to manage legal and regulatory business continuity requirements			
d	We have discussed changes in legal, regulatory, and other continuity requirements with stakeholders to include our third party partners (suppliers/vendors)			
3	We have documented our business continuity program roles and responsibilities			
a	We have considered all of the factors (all hazardous approach – IT outages, fires, tornadoes, market crash, hurricanes, civil disturbance, data loss) that create organization’s uncertainty and increase its risk			
b	When establishing our continuity program, we considered all the parties (third party dependencies – clients, suppliers, vendors) that have an interest in our continuity program			
4	Everyone with a role in our business continuity program understands expectations, wants to participate in their role, and has the capacity (time and knowledge) needed to execute their role well			
a	Everyone understands their roles and responsibilities for before, during and after an emergency			



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5	We have a process for how we perform business continuity which is documented, simple and straightforward, and followed by all program participants			
a	We update our continuity documents on a regular basis (at-least once a year)			
b	Everyone knows how to access the continuity documents (need to know personnel)			
6	We have mapped in-scope products and services to their underlying dependencies (departments, facilities, technologies, equipment, people and suppliers); all have downtime tolerances			
7	We have selected recovery strategies for in-scope product/service dependencies, consistent with our risk tolerance			
8	Our business continuity plans include actionable content that describes what needs to be recovered, by whom, how it will be recovered, and when the plans should be used			
9	Senior management decision makers (commonly referred to as a crisis management team) are ready to convene quickly to coordinate an efficient response to disruptive events			
10	We conduct exercises to demonstrate an ability to respond to disruptive events and recover our in-scope products and services			
11	We have a protocol for how response participants (from employees to senior management) communicate during a disruptive event and everyone is trained on it			
a	We have established clear and concise pre-incident communication procedures			
12	Our employees are aware of their roles in responding to and recovering from a disruptive event			
13	Our core business continuity team (full-time resources leading the program) connects regularly to discuss and solve issues that move the program forward			
14	Our department-level business continuity representatives meet regularly to be trained in their responsibilities as well as solve issues that limit their effectiveness			



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	Control	Yes	No	Comment (s)
15	We have a cross functional steering committee that meets regularly to review the recoverability of in-scope products and services, prioritize corrective actions, and address strategic issues that may be impeding our ability to achieve the right level of resiliency			
16	We track and review the completion rate for business continuity planning activities, such as plan updates and exercises			
a	We conduct business continuity exercises and tests on a regular basis (at-least once a year)			
17	Senior management regularly reviews our ability to recover in-scope products and services			
18	Our core business continuity team seeks feedback on improvement opportunities and establishes quarterly goals that help drive us toward the right level of resiliency			
19	We track and follow up on the status of to-do's, action items, and experiments to ensure accountability			
20	Our program manager uses automation (software and other tools) to free their time and focus on engagement.			
a	We monitor and measure the performance and effectiveness of our continuity program on a regular basis (at-least once a year)			