



Business Continuity Planning

Roadmap for Today

- Business Continuity Plan template
- 14-question worksheet
(<https://riskalts.com/wp-content/uploads/2020/10/COVID-19-Business-Continuity-Worksheet.pdf>)
- Focus on first **six** questions today

#1 – Emergency Business Continuity?

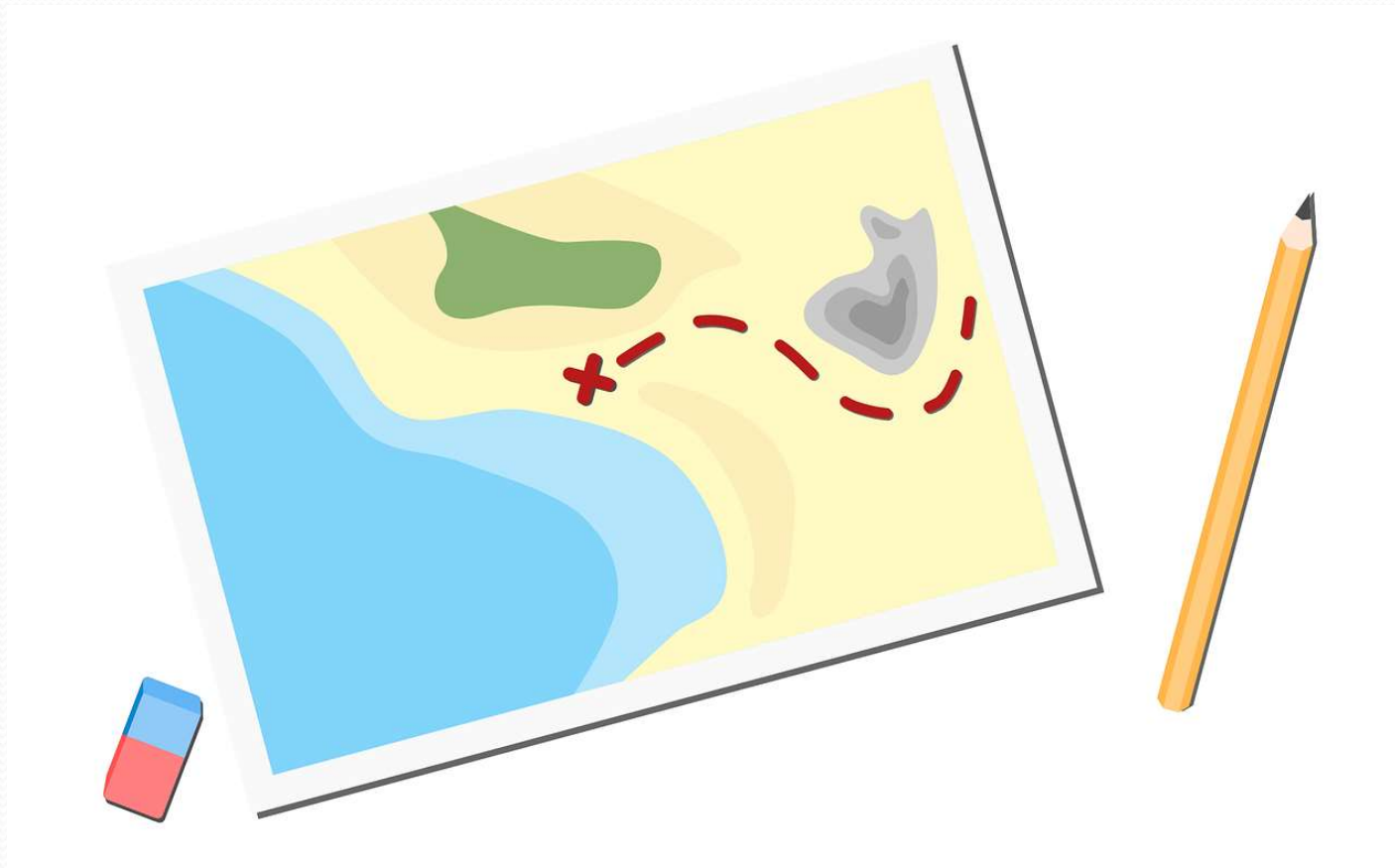
Have you completed a **business continuity plan** to gather the most important information in a short document for purposes of emergency?



So you need a business continuity plan

- Short – nobody uses a big document in an emergency
- Core elements only
 - How to contact team
 - **Where to meet as a team**
 - **Where and how to provide your services**
 - Action plan for recovery
 - Important contacts
 - Critical data protection and recovery
 - Hard-copy data and equipment

Where to meet?



Whether/how to provide services?



Action Plan on BCP

- Review our template
- Talk to your team and board about issues
- Put together your first basic plan (or supplement your existing one)



#2 – Scenario Planning?

Have you engaged in **scenario planning** to consider potential futures and what to do now in light of that analysis?

- What scenarios have you explored?
- What additional scenarios should you explore?



#3 – Risk Inventory?

Have you performed a **risk inventory**, to look for threats and opportunities throughout your organization and in the external environment?

(download at https://riskalts.com/ri_guide_complimentary/)



#4 – Relevant Operational Guidance?





Have you evaluated **relevant public guidelines for operations**? Post COVID-19, post natural disaster or any declared emergency.

COMMUNITY, WORK & SCHOOL

Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19)

Plan, Prepare and Respond to Coronavirus Disease 2019

Updated Jan. 4, 2021 Languages ▼ Print

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

#5 – Business Model Pivots?

What **business model pivots** have you put in place so far (“cocooning” [temporary shut-down, etc.], taking things virtual, etc.)?

- Practical effects of pivots:
 - Negatives
 - Positives
- What additional pivots are you considering?
- Which may remain in place?



#6 – Client Input?

Have you engaged in **structured interviews with your clients** or clientele to get their input on what offerings from you would be of greatest value to them right now?



The rest of the 14 questions

- #7 – Conversations with banker
- #8 – Conversations with largest funders
- #9 – Conversations with potential new funders
- #10 – Conversations with peers about combinations
- #11 – Conversations with board about winding down
- #12 – Conversations with board about combinations
- #13 – What opportunities have arisen as a result of COVID
- #14 – Most important action items right now

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