

Continuity Readiness Checklist

Review ten core capabilities across governance, business impact, dependencies, strategies, plans, people, exercises, technology recovery, suppliers and improvement. Use the evidence and priority-action fields to turn findings into measurable work.

Organization		Review date		Reviewer	
Service / scope		Executive owner		Next review	

DONE	CAPABILITY	READINESS QUESTION	STATUS	EVIDENCE	PRIORITY ACTION
■	Governance	Is there an approved continuity policy, accountable sponsor and reporting structure?			
■	Business impact	Are critical services, tolerable disruption and recovery priorities documented?			
■	Dependencies	Are people, technology, facilities, information and third-party dependencies mapped?			
■	Strategies	Are practical continuity and recovery strategies approved for material disruption scenarios?			
■	Plans	Are continuity, crisis, communications and disaster recovery plans current and accessible?			
■	Training	Do role holders understand activation, escalation and decision responsibilities?			
■	Exercises	Are plans exercised against realistic scenarios at an appropriate frequency?			
■	Technology recovery	Are restoration and failover procedures tested against RTO and RPO targets?			
■	Supplier resilience	Are critical supplier continuity capabilities assessed and alternatives considered?			
■	Improvement	Are lessons, incidents, changes and audit actions tracked to closure?			

Status guidance: Not started | In progress | Complete | Not applicable. Record evidence that can be reviewed, and assign an owner and target date for every material gap.