



Tech Valley Continuity, LLC

4 South Grandview Drive Latham, NY 12110 (518) 596-9313

For an organization to efficiently recover from a fire, flood, computer crash, or any other crisis, it must be proactive. You must be ready BEFORE the event, so you can resume operations in a timely manner.

Not sure if you're ready? Answer these questions - honestly.

If you want to be better prepared rest assured that Tech Valley Continuity is here to help.

These questions are a sampling of the areas Tech Valley Continuity reviews when assessing potential areas for improvement. Your specific industry will have additional questions that are determined in part by regulatory requirements. Customer, Labor Union, Stakeholder, and even Vendor expectations must also be considered. Therefore, this document is to be used as a tool. If you want a more detailed assessment with a Gap Analysis and Recommendations – feel free to contact Tech Valley Continuity.

Phase of Continuity Planning	Yes	Partial	No
Analysis			
Identified Those Tasks / Functions / Business Processes that are vital to supporting your organizations Mission Statement (Mission Essential Functions - MEF):			
• Production (Manufacturing / Service / Product Sales)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sales / Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documented Work-Flow Analysis of Mission Essential Functions:			
• Input Source of Information / Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Computer Tools to Process and Manage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hardcopy Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Time Frames for Cash Flow / Contractual / Regulatory Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Internal / External Dependencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessed Risks Due To Loss of:			
• Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Phone / Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Key Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Data Breach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified Impact of Inability to Perform Mission Essential Functions (Short Term / Long Term) on:			
• Health and Safety of People and the Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cash Flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Customer Attrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Service Level Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Regulatory Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Company Reputation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Document Function Recovery with Realistic Timeframes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Development			
Created / Trained Teams:			
• Develop Department Level Continuity Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Phase of Continuity Planning	Yes	Partial	No
<ul style="list-style-type: none"> Manage Entire Event from Inception to “Returning Home”: Logistics, Operations, Finance, Communications 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Facility Evacuation:			
<ul style="list-style-type: none"> Identify and Train Monitors and Sweepers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Put signage at Evacuation Muster Points 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Identify Triage Location for Injured 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Coordinate with Fire Chief / Incident Commander 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Address the Media 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Prepare / Setup Alternate Work Location 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Coordinate Staff Recovery Activities at Alternate Work Location 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developed Contingency Plans that Include:			
<ul style="list-style-type: none"> Loss of Facilities and Relocation Tasks 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Communication to: Customers, Staff, Media, Regulatory Authorities, Stakeholders 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Loss of I.T. Systems 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implemented Mitigation Solutions that Include:			
<ul style="list-style-type: none"> Pre-established Alternate Work Facilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Comprehensive Backup / Recovery for Data 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Telecommunications Redundancy 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Key Personnel Succession Plans 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Electrical Power Redundancy 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuous Improvement Program:			
<ul style="list-style-type: none"> Periodic Review of Plans for Changes in Personnel, Procedures, Regulatory Requirements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Scenario-Based Boardroom Exercise to Determine Workability of Plans 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Recover Data Backups and Test with End Users 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Implement Annual Employee Awareness and Training Program 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Include Contingency Planning on all Changes to Technology, Processes, Product Line Changes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Include a Line-Item in the Annual Budget for Contingency Planning Improvements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation: There are 47 questions in total. Use this table to grade your progress.

Section	Questions	“Yes” Answer			“Partial” Answer			Total
		Rate	# Checked	Score	Rate	# Checked	Score	
Analysis	24	3			1			
Development	12	3			1			
Implement	5	3			1			
Improve	6	3			1			
Total	47							

Your Score: 141 highest possible score	Maturity Level	Chance of Recoverability
127 – 141	Very Mature	Excellent
112 – 126	Maturing	Likely
98 – 111	Immature	Possible w/Challenges
0 – 97	- - - - -	Unlikely