



**CHECKLIST**  
**CONTINGENCY PLAN**

Issue Date: <dd/mm/yyyy>  
Revision Date: <dd/mm/yyyy>

**Purpose**

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Contingency Planning** have been addressed.

**Activities Checklist**

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Has a Business Impact Analysis (BIA) been conducted?
	Have contingency plans been developed?
	Has higher-level management reviewed and/or accepted the BIA findings and the contingency plan(s)?
	Have any related regulatory requirements, previous plans and lessons learned been identified?
	Has a recovery strategy been developed?
	Have system descriptions and architectures been documented and included as part of the contingency/disaster recovery plan?
	Have preventive controls and measures been identified and implemented?
	Have specific milestones been identified that would trigger and deactivate the contingency procedures?
	Have notification and activation measures been identified and documented within the contingency/disaster recovery plan?
	Have emergency recovery procedures and actions been identified and documented within the contingency/disaster recovery plan?
	Have required contacts been documented and a formal contact list created and distributed?
	Have key personnel responsible for executing the contingency/disaster recovery plan been identified?
	Have responsibilities been clearly defined and documented as they relate to actions that will be taken in response to a disruption?
	Have vendors been informed of, and trained to respond in accordance with the procedures outlined within the contingency/disaster recovery plan?
	Have formal agreements been established with any organizations responsible for providing support during a disruption?
	Have procedures to return to normal operations following a disruption been outlined and documented as part of the contingency/disaster recovery plan?
	Have stakeholders and staff been trained in contingency plan procedures?
	Have contingency plans been tested?
	Are there mechanisms for capturing lessons learned?
	Are there procedures for reviewing and updating the plan?