

CONTINUITY STRATEGIES SURVEY

Name: _____

Title: _____

Department: _____

This survey is to identify the absolutely critical functions that your section/department/company must perform within ____ days in order to survive. Such functions contribute directly to the organization's bottom line and without which the organization's survival is questionable. Typically, such functions include production, client relations, cash flow operations, etc. Please complete the following sections in preparation/update of our company business continuity plan (BCP). Use the following scale to rate the "criticality" of functions as they affect your area.

CRITICALITY SCALE	Comments
1 = Most Critical	needed immediately; cannot function without it
2 = Highly Critical	cannot disrupt longer than ____ hours without risking the company
3 = Critical	cannot disrupt longer than ____ days without risking the company
4 = Secondary	disruption past ____ week(s) would hurt operations
5 = Non-critical	disruption would be an inconvenience but would not risk the company

Criticality of Functions

For all applicable, use the criticality scale to rate the functions that are in your purview in, and add any other function that is not listed and you believe is also critical:

<input type="checkbox"/> Billing (accounts receivable)	<input type="checkbox"/> Billing (accounts payable)
<input type="checkbox"/> Job scheduling	<input type="checkbox"/> Job execution
<input type="checkbox"/> Shipping	<input type="checkbox"/> Customer service
<input type="checkbox"/> Order processing	<input type="checkbox"/> Payroll
<input type="checkbox"/> Media relations	<input type="checkbox"/> Other: _____

Tasks Associated to Applicable Functions

List any tasks that **need** to be performed in support of the critical functions listed above. Also list any equipment, forms or communications devices needed to perform the tasks.

▷ _____

▷ _____

▷ _____

▷ _____

▷ _____

Existing Replacement Arrangements (to replace existing systems or equipment or supplies)

- ▷ _____
- ▷ _____
- ▷ _____

Essential Operating Procedures (needed to maintain an efficient workflow)

- ▷ _____
- ▷ _____
- ▷ _____

Equipment or Supplies for Off-Site Storage

- ▷ _____
- ▷ _____
- ▷ _____

Vital Records (those that are uniquely valuable to you in your purview)

- ▷ _____
- ▷ _____
- ▷ _____

Back-up Procedures (for servers, desktop/notebook computers in your purview)

- ▷ _____
- ▷ _____
- ▷ _____

Temporary Operating Procedures (in the event your office facility becomes unavailable)

- ▷ _____
- ▷ _____
- ▷ _____
- ▷ _____
- ▷ _____
- ▷ _____