



# ERP Business Continuity Planning Checklist

## Risk Assessment & Impact Analysis

Identify potential disruptions and their impact on critical business processes.

**Describe potential ERP system failures (e.g., hardware, software, network)**

Write something...

**Identify critical business processes dependent on ERP**

Write something...

**Estimated financial impact (revenue loss) per day of ERP downtime**

Enter a number...

**Estimated time to restore ERP functionality (RTO)**

Enter a number...

hours

### Which departments are most affected by ERP downtime?

- ☐ Sales
- ☐ Finance
- ☐ Operations
- ☐ HR
- ☐ Marketing

### Date of last risk assessment review

Enter date...

## Data Backup & Recovery

Verify data backup procedures, storage locations, and recovery time objectives (RTOs).

### Backup Frequency (e.g., daily, weekly)

Enter a number...

### Last Successful Full Backup Date

Enter date...

### Next Scheduled Full Backup Date

Enter date...

### Retention Period (in days)

Enter a number...

### Backup Storage Location(s)

Write something...

### Backup Type (Full, Incremental, Differential)

- ☐ Full
- ☐ Incremental
- ☐ Differential

### Example Backup Log File (optional)

 Upload File

### Recovery Time Objective (RTO) (in hours)

Enter a number...

## System Redundancy & Failover

Assess the effectiveness of redundant systems and failover capabilities.

### Number of Redundant Servers

Enter a number...

### Failover Mechanism Type

- ☐ Automatic
- ☐ Manual
- ☐ Hybrid

### Maximum Failover Time (minutes)

Enter a number...

### Last Failover Test Date

Enter date...

### Description of Failover Procedure

Write something...

### Geographic Redundancy Status

- ☐ Yes
- ☐ No

### Network Diagram (showing redundant systems)

 Upload File

## Communication Plan

Define communication protocols and responsibilities during a disruption.

### Primary Contact Name (ERP Incident)

Write something...

### Primary Contact Phone Number

Enter a number...

### Secondary Contact Name

Write something...

### Secondary Contact Phone Number

Enter a number...

### Pre-Approved Communication Templates (examples)

Write something...

### Communication Channels (choose all that apply)

- ☐ Email
- ☐ Phone Calls
- ☐ SMS/Text Messages
- ☐ Instant Messaging (e.g., Slack, Teams)
- ☐ Company Intranet

## Last Communication Plan Review Date

Enter date...

## Escalation Procedure Details (who to contact when)

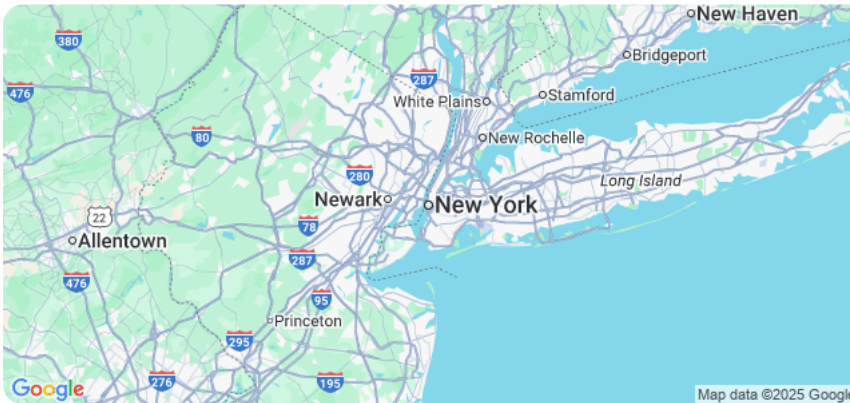
Write something...

# Alternative Work Locations & Resources

Plan for alternative work locations, equipment, and personnel.

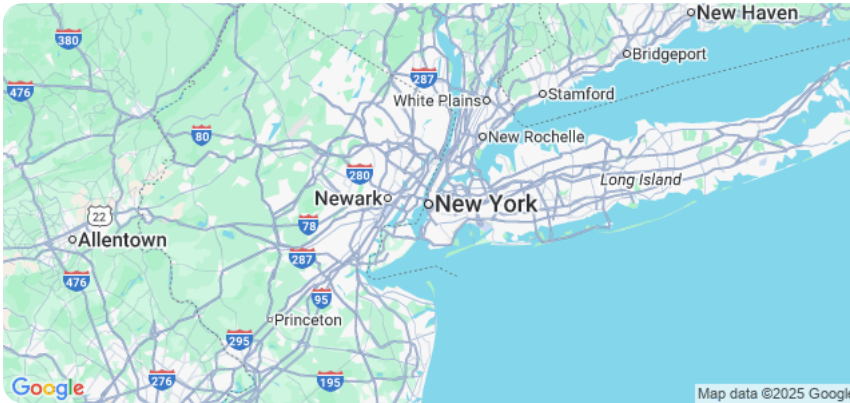
## Primary Alternate Work Location

 [Set My Current Location](#)



## Secondary Alternate Work Location

 [Set My Current Location](#)



## Number of Laptops Available

Enter a number...

## Number of Mobile Hotspots Available

Enter a number...

## Communication Method for Remote Team

- ☐ Phone
- ☐ Email
- ☐ Instant Messaging
- ☐ Video Conferencing

## Last Check of Alternate Work Location Readiness

Enter date...

### Necessary Software Available Remotely

- ☐ ERP Client
- ☐ Office Suite
- ☐ VPN Client
- ☐ Remote Access Tool

## Third-Party Dependencies

Evaluate dependencies on external vendors and service providers.

### Critical Vendor Identification

- ☐ Yes - Critical to ERP Functionality
- ☐ No - Supports Non-Critical Processes

### Vendor Service Level Agreements (SLAs)

Write something...

### Vendor Contact Point - Primary

Enter a number...

### Vendor Contact Point - Secondary

Enter a number...



### Last Vendor Contact Verification Date

Enter date...

### Critical Services Provided by Vendors

- ☐ Data Storage
- ☐ Network Connectivity
- ☐ Application Hosting
- ☐ Security Services
- ☐ Payment Processing

### Potential Risks Associated with Vendor Dependencies

Write something...

## Testing & Training

Schedule regular drills and training sessions for all stakeholders.

### Number of Participants in Training Session

Enter a number...

### Date of Last Business Continuity Drill

Enter date...

### Estimated Time to Recover from Simulated Failure (Hours)

### Simulated Failure Scenarios Tested (Select all that apply)

- ☐ Hardware Failure
- ☐ Network Outage
- ☐ Data Breach
- ☐ Power Outage
- ☐ User Error

### Summary of Training Feedback and Key Learnings

### Overall Effectiveness of Training (Rating 1-5, 5 being most effective)

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

### Upload Training Documentation/Recordings (Optional)

## Plan Maintenance & Updates

Ensure the business continuity plan is reviewed and updated periodically.

### Last Plan Review Date

Enter date...

### Next Scheduled Review Date

Enter date...

### Review Frequency (Months)

Enter a number...

### Summary of Changes Made

Write something...

### Review Type

- ☐ Full Review
- ☐ Partial Review

### Supporting Documentation (e.g., review minutes)

 Upload File

### Responsible Party for Review

Write something...

# Incident Response Procedures

Outline steps for responding to and resolving ERP-related incidents.

## Initial Incident Description

Write something...

## Incident Severity Level

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

## Estimated Impacted Users

Enter a number...

## Incident Start Time

Enter date...

## Time Incident Notified


Enter time...

## Primary Contact Person

### Troubleshooting Steps Taken

Write something...

### Relevant Log Files/Screenshots

 Upload File

### Resolution Details

Write something...

### Incident Resolution Date

Enter date...

## Post-Incident Review & Improvement

Conduct post-incident reviews to identify areas for improvement in the business continuity plan.

### Summary of Incident and Impact

Write something...

### **Downtime Duration (in hours)**

Enter a number...

### **Date of Incident**

Enter date...

### **Root Cause Analysis Findings**

Write something...

### **Contributing Factors (select all that apply)**

- ☐ System Failure
- ☐ Human Error
- ☐ External Dependency
- ☐ Process Deficiency
- ☐ Security Breach

### **Recommended Corrective Actions**

Write something...

### **Planned Implementation Date of Corrective Actions**

Enter date...

**Reviewer Signature**