

Blank Business Continuity Plan Template

1. Plan Overview

Company Name

Enter company name

Plan Owner

Enter plan owner's name

Date Prepared

MM/DD/YYYY

2. Objectives

State the objectives of the continuity plan

3. Risk Assessment

Risk	Likelihood	Impact	Mitigation
e.g. Cyber attack	e.g. High/Medium/Low	e.g. High/Medium/Low	Describe mitigation

4. Business Impact Analysis

Process	Impact Description	Maximum Allowable Downtime
e.g. Payroll		e.g. 24 hours

5. Business Continuity Strategies

Describe key strategies to maintain or restore operations

6. Roles & Responsibilities

Role	Name	Contact Info	Responsibility
e.g. Team Lead			

7. Communication Plan

Describe communication procedures during disruptions

8. Recovery Procedures

Outline step-by-step recovery or restoration procedures

9. Plan Review & Update

Describe frequency and process to review and update this plan

10. Appendices

- Contact lists
- Supporting documentation
- Maps, diagrams, or floor plans
- Vendor lists