

Business Continuity Quick Start

Ten things to complete this week. The full toolkit is thorough, but you do not have to do it all at once. Start here.

- 1 Identify your five most important services.** What must the business still deliver? Write them down.
- 2 Name a continuity lead** (and a deputy). One person who owns keeping the lights on in a disruption.
- 3 Decide the maximum acceptable outage** for each of those five services. Hours? A day? Longer?
- 4 Find your single points of failure.** The one supplier, one person, one line or one server whose loss stops a priority service with no alternative.
- 5 Verify your key contacts.** IT provider, insurer, landlord, key suppliers, bank. Are the numbers current? Put them somewhere you can reach offline.
- 6 Define minimum viable operations.** For your top services, what is the smallest level you could safely run at while you recover?
- 7 Document one manual workaround.** Pick your most critical activity and write down how you would run it without its usual system, including how you would reconcile it afterwards.
- 8 Verify your recovery capability.** When did you last actually restore critical data from backup, and how long did it take?
- 9 Set up one alternative communication channel** that does not depend on Microsoft 365 or your office, such as a staff SMS list or phone tree.
- 10 Book a tabletop exercise.** Put an hour in the diary to run one of the six scenarios in the toolkit with your team.

Done all ten? You are already ahead of most businesses. Now work through the full **Business Impact Analysis Workbook** and **Business Continuity Plan Template** to turn this into a proper capability. Full guide: systemforce.co.uk/blog/2026/08/26/business-continuity-plan-template-uk/

Practical guidance, not legal advice. System Force IT · systemforce.co.uk · 01452 701355