

BUSINESS CONTINUITY CHECKLIST

UK ORGANISATIONS ARE FACING A CHALLENGE: MAINTAIN BUSINESS CONTINUITY IN A PERIOD OF HUGE CHANGE.

The outbreak of COVID-19 has presented institutions with the task of navigating a new normal for their business, operations, employees and customers.

This checklist is for organisations who want to maintain business continuity through digital transformation.

AUDIT



What are your business challenges?
What is the current tech environment?
What is your team's perspective of tech or the digital culture of your company?
Do employees have access to digital tools?
Are employees able to collaborate across the organisation's departments?
What is your budget for digital transformation?
Do you have an incident response team?
What is your business position in comparison to competitors?

CLEAR STRATEGY



Map out clear objectives of the project.
What will the benefit of moving towards a flexible IT environment?
What would be the cost of investment and return of investment if the organisation moved to different technology solutions?

TO A DIGITAL CULTURE



Do you implement infrastructure based on business centric or people centric considerations?
Digital transformation needs to facilitate business objectives, not form business objectives
All employees, from customer service to decision makers need to embrace technological change
Is your team interested in by digital transformation?
Does your organisation train the staff on new policies and best practices with implemented IT infrastructure?

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PLANS AND ACCOUNTABILTY

- Does your organisation have a business continuity plan?
- Does your organisation complete a business impact analysis?
- Have the team been alerted about digital transformation plans?
- Have your team members been assigned a role in the plans?
- Define a clear governance strategy, including how goals will be achieved
- What technology partners will help the organisation to achieve these goals?

DATA AND DISASTER RECOVERY

- Identify where your organisation holds its sensitive data
- Has your organisation backed up important business data?
- Can this data be recovered quickly?
- Can staff work if they are unable to go into the office?
- Are staff able to work from home using a secure VPN?
- Are staff trained to know what to do in the event of disaster recovery?
- Have you tested your disaster recovery plan?

COMPLETE CLOUD ADOPTION

- Introduce a cohesive unit across developers and operations
- Is security built into cloud applications?
- How many IT infrastructure solutions are automated?

CONTROL

- If there are any infrastructure vulnerabilities, how quickly are these resolved?
- Would you re-evaluate your plan if problems are observed?
- Does your services provider set up alert and monitoring system to ensure your organisation is updated on issues if they occur?
- Learn from the experience and identify solutions to achieve your Key Performance Indicators more efficiently.

DIGITAL TRANDFORMATION: UK
TECHNOLOGY RESEARCH 2020

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