Business Continuity Plan (BCP) Template for Small Businesses

Company Name: [Insert Business Name]

Prepared By: [Insert Name / Role]

Date: [Insert Date]

Version: [Insert Version]

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1. Critical Business Functions

Function	Description	Maximum Tolerable Downtime (MTD)	Responsible Person
Example: Invoicing	Process and send invoices	24 hours	Finance Manager

2. Risk Assessment & Threats

Risk/Threat	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Measures
Cyberattack	High	High	Daily backups, antivirus, staff training
Power outage	Medium	Medium	Generator, UPS, alternate site
Natural disaster	Medium	High	Offsite data, emergency plan
Staff absence	Low	Medium	Cross-training, temporary staff plan
Supply chain failure	Medium	High	Alternative suppliers, stock buffer

3. Recovery Objectives

Function	Recovery Time Objective (RTO)	Recovery Point Objective (RPO)
Example: Invoicing	24 hours	4 hours

4. Response Strategy & Team

Role	Responsibilities	Contact Information
BCP Coordinator	Oversees plan activation, coordinates all responses	[Phone / Email]
IT Lead	Manages system recovery and data restoration	[Phone / Email]
Operations Lead	Ensures critical functions continue	[Phone / Email]
Communications Lead	Updates staff, suppliers, and customers	[Phone / Email]

Activation Procedures: 1. Incident occurs — notify BCP Coordinator immediately. 2. Assess severity — determine if BCP activation is required. 3. Activate continuity team roles according to responsibilities. 4. Implement workarounds and alternative processes. 5. Document all actions and communications.

5. Workarounds / Manual Processes

Function	Manual or Low-Tech Alternative
Example: Order Processing	Use pen and paper to record orders; reconcile in system later

6. Communication Plan

Audience	Method	Frequency / Trigger
Staff	Email, SMS, phone calls	Immediate upon BCP activation
Customers	Email, website updates, social media	As needed during disruption
Suppliers	Phone / Email	As needed
Regulators / Authorities	Phone / Email	If required by law

7. Testing, Maintenance & Review

- Schedule tabletop exercise: [Insert Date]
- Schedule full drill / simulation: [Insert Date]
- Review and update BCP annually or after any major business change
- Document lessons learned and update responsibilities / processes

8. Recordkeeping & Audit Trail

- Incident reports
- Communication logs

- Recovery timelines
- Post-incident review notes

Approval & Sign-Off:

Name: ___ **Date:** __ Signature: ____

Name: ___ **Date:** __ Signature: ____