



CDC UNIFIED PROCESS CHECKLIST



CONTINGENCY PLANNING CHECKLIST

Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Contingency Planning** have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Have any related regulatory requirements, previous plans and lessons learned been identified?
	Has a Business Impact Analysis (BIA) been conducted?
	Have preventive controls and measures been identified and implemented?
	Has a recovery strategy been developed?
	Have contingency plans been developed?
	Has higher-level management reviewed and/or accepted the BIA findings and the contingency plan(s)?
	Have contingency plans been tested?
	Are there mechanisms for capturing lessons learned?
	Have stakeholders and staff been trained in contingency plan procedures?
	Have system descriptions and architectures been documented and included as part of the contingency/disaster recovery plan?
	Have key personnel responsible for executing the contingency/disaster recovery plan been identified?
	Have responsibilities been clearly defined and documented as they relate to actions that will be taken in response to a disruption?
	Have notification and activation measures been identified and documented within the contingency/disaster recovery plan?
	Have emergency recovery procedures and actions been identified and documented within the contingency/disaster recovery plan?
	Have procedures to return to normal operations following a disruption been outlined and documented as part of the contingency/disaster recovery plan?
	Have specific milestones been identified that would trigger and deactivate the contingency procedures?
	Have required contacts been documented and a formal contact list created and distributed?
	Have vendors been informed of, and trained to respond in accordance with the procedures outlined within the contingency/disaster recovery plan?
	Have formal agreements been established with any organizations responsible for providing support during a disruption?
	Are there procedures for reviewing and updating the plan?