Business Continuity Plan (BCP) Template

Use this template to build a comprehensive Business Continuity Plan that keeps your organization resilient when disruptions strike.

Organization Name: _____

Plan Owner: _____

Version: _____

Last Updated: _____

1. Executive Summary

Provide a concise overview of the Business Continuity Plan, key strategies, and how they align with organizational objectives. Summarize critical findings, assumptions, and commitments at a high level.

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2. Objectives & Scope

Define the goals of this BCP (e.g., protect life and safety, minimize downtime) and state which business units, locations, or systems are covered. Clarify any exclusions.

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3. Risk Assessment Findings

Summarize the top threats identified, their likelihood and potential impact. Document current controls and any additional mitigation required.

Threat/Event	Likelihood	Impact	Existing Controls	Mitigation Needed

4. Business Impact Analysis Results

Detail each critical function's Maximum Tolerable Period of Disruption (MTPD) alongside qualitative and quantitative impacts.

Critical Process	MTPD	Financial Impact	Operational Impact	Dependencies

5. Recovery Time & Point Objectives (RTO/RPO)

Specify how quickly each system or process must be restored (RTO) and how much data loss is acceptable (RPO).

System/Process	RTO (hrs)	RPO (hrs)	Dependencies/Notes

6. Recovery Strategies & Resources

List the people, facilities, technology, data and third-party services needed for recovery. Include alternative sites, cloud backups, manual workarounds, etc.

Resource/Strategy	Owner	Location	Target Completion	Notes

7. Communication Plan

Outline how you will keep employees, customers, suppliers, regulators and the media informed during disruptions.

Stakeholder Group	Method/Channel	Frequency	Responsible

8. Emergency Contact Information

Maintain up-to-date contact details for executives, recovery team members, critical vendors and key authorities.

Name/Role	Phone	Email	Alt. Contact

9. Plan Activation & Escalation Matrix

Define incident severity tiers, activation triggers, who can invoke the plan, and how incidents escalate.

Severity Level	Criteria/Indicators	Activation Authority	Escalation Path

10. Training & Testing Schedule

Record upcoming and completed training sessions, tabletop exercises, and full simulations to validate the plan.

Date	Activity Type	Scope/Scenario	Participants	Outcome & Lessons Learned

11. Maintenance & Revision Log

Track version history, ensuring the BCP remains current and formally approved.

Version	Date	Changes Made	Approved By

Questions? CAL IT Group's consultants can help you tailor and operationalize this BCP to fit your organization. Visit calitgroup.com or contact us for assistance.