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in progress

Daily, Weekly, and Monthly activities for effective Business Continuity Management (BCM)

This checklist provides practical daily, weekly, and monthly actions to strengthen your organization’s resilience and ensure effective Business Continuity Management (BCM) across all critical functions.

Daily/Weekly tasks

□ 1. Review key processes for organizational changes

- Check with department managers for recent changes in people, systems, suppliers, or workflows.
- Flag anything that could affect recovery time objectives (RTOs) or recovery capabilities.

□ 2. Validate dependencies and resource availability

- Confirm that essential equipment, alternate sites, backups, and technology resources are in working order.
- Ensure backups are completed successfully and systems replicated correctly (with IT).

□ 3. Engage Business Continuity Management (BCM) coordinators / plan owners

- Short touchpoint meetings with plan owners to maintain oversight, answer questions, and provide guidance.
- Reinforce BCM culture and responsibilities.

□ 4. Update risk or incident logs

- Add new near misses, reviews, or risk observations.
- Identify patterns that require escalation or mitigation.

□ 5. Test communication mechanisms (light-touch)

- Quick checks of call trees or automated alerting platforms.
- Spot-test key contact information.

Monthly tasks for effective BCM

□ 1. BCM Steering Committee or leadership review

- Provide short updates on readiness, risks, incidents, and improvement actions.
- Report on BIA/RA updates, MI, and KPIs.
- Ensure decisions and resources are aligned with resilience needs.

□ 2. Conduct scenario talks or micro-tabletop exercises

- One 30–60 minute tabletop per month (rotating through key teams).
- Helps maintain response readiness and keeps plans relevant.

□ 3. Validate Business Impact Analysis (BIA) assumptions

- Check if critical functions, RTOs/RPOs, or resourcing assumptions have changed.
- Begin refresh cycles for BIA sections nearing expiry.

□ 4. Review and update continuity plans

- Incorporate organizational changes, lessons learned, or dependency shifts.
- Ensure contact lists, system inventories, and supplier details are current.

□ 5. Review risk exposure and threat landscape

- Update risk assessments for new technologies, suppliers, or threat intelligence.
- Adjust controls or strategies where needed.

□ 6. Technology continuity checks (with IT)

- Backup validation reports.
- Critical system failover status.
- IT DR maintenance items.

□ 7. Training & awareness refresh

- Short internal campaigns, microlearning, team briefings, or policy reminders.
- Aim is to maintain business continuity as an everyday mindset.

□ 8. Supplier continuity oversight

- Review performance and risk alerts from critical suppliers.
- Validate contracts, SLAs, or resilience commitments where needed.

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