



# Your Business Continuity Checklist

Our technology  
keeping your  
business running

The future is exciting.  
**Ready?**





# Business Continuity Checklist

Complete this checklist and find out how prepared your business is for a disruptive event.

## Section One: General Readiness

Write your answers below

**1. Do you have a Business Continuity Plan?**

Yes  No

**2. What are your priorities upon notification of a disruptive event like a pandemic?**

- Who, and what could be affected?
- Could any workplace locations be impacted, and to what extent?
- What are your immediate priority actions?
- How do you keep your people safe?
- Should you be evacuating, and if yes, where to?
- What should you be communicating to employees, and how?

**3. Have you mapped your distribution channels and flow on effect on other departments?**

- What critical functions may be impacted?
- What alternative plans are in place to keep these functions running?
- Who will be coordinating your response activity?

**4. Have you identified who is required to keep your business running?**



## Section Two: Mobility Readiness

Write your answers below

**5. Can your team work remotely?**

- Do you have remote access?
- Do you have collaboration and communication tools?

**6. How many staff do you want to work remotely at once?**

- If you have the capability to remotely work today, how many licences do you have?
- Is it scalable and what is the timeframe?

**7. What level of productivity will they have?**

- Have you done an audit of your team's system needs by role type?
- Can they remotely access all systems they need?

**8. What is your telephone system setup?**

- Can your team still make and receive calls?
- Do they need to log into a PBX?
- Can you divert calls to mobiles?

**9. Do they have corporate issued hardware with endpoint security and UEM?**

**10. Can they connect to a network and remain secure?**



## Section Three: Network Readiness

Write your answers below

**11.** Does your infrastructure have the capacity to support a significant amount of your people working remotely?

**12.** How many sites do you want to work from?

- How many are under the current business infrastructure?
- Will any be new sites?
- Do you expect your team to work from home?

## Great, now you have completed the checklist

If you have any questions or concerns in regards to this, you can contact your Vodafone Account Manager to discuss how we can help. Let's work together to keep your business running if a potential disruptive event occurs.