



Business Continuity Plan Template

A practical, step-by-step checklist for building your business continuity plan.

By Anne Bisagno, CEO, Xantrion

A business continuity plan does not need to be overly complex to be useful. What matters most is that it clearly identifies your critical functions, the risks that could disrupt them, and the steps your team will take to respond and recover. This simple template is designed to help you organize those essentials in a practical format. You can use it as a starting point for your first plan or as a way to review and strengthen an existing one. As you work through it, focus on clarity, realistic recovery expectations, and the people, systems, and vendors your business depends on most.

Below is a simple business continuity plan template you can adapt for your business needs.

Business overview

Company name:

Primary services:

Locations:

Key departments:

Critical systems:

Critical business functions

Function:

Owner:

Maximum acceptable downtime:

Dependencies:

Manual workaround available:

Risk scenarios

Scenario:

Likely impact:

Affected systems or teams:

Response lead:

Response procedures

How the issue is identified:

Who declares the incident:

Immediate containment actions:

Short-term workaround:

Recovery steps:

Criteria for returning to normal operations:

Communications

Internal communication lead:

Customer communication lead:

Primary channels:

Backup channels:

Key contacts

Internal response team:

IT providers and vendors:

Cyber insurance carrier:

Legal or compliance contacts:

Building management or facilities:

Review and testing

Last tested:

Testing method:

Known gaps:

Next review date:



Need Help?

Creating a business continuity plan is only part of the work. To be effective, it needs to reflect how your business actually operates, align with your IT environment, and be tested often enough to stay useful.

Xantrion helps organizations take a practical approach to business continuity by evaluating operational and technology dependencies, identifying gaps, and helping teams build plans that support both resilience and day to day business needs. From cybersecurity and backup strategy to compliance and IT planning, Xantrion helps turn continuity planning into a stronger, more actionable part of your overall risk strategy.

Contact us at 510-272-4701 or info@xantrion.com

Learn more at [xantrion.com](https://www.xantrion.com)