



# Business Continuity

A plan to keep you connected

## Overview

To accompany our [checklists on disaster recovery](#), we've prepared the table below to help you understand the levels of protection you need to put in place for each system in your organisation. Please start by filling in all of the systems you use and then ask the following two questions, adding the answer to the relevant column:

1. How long can I be without access to System X / Service X for?
2. How much data can I afford to lose from System X / Service X should it go down?

With answers to the above two questions for all of your systems, now look at what the existing provision / contingency plan is in place for each system. Does this existing provision meet your Recovery Time Objective (RTO) and Recovery Point Objective (RPO)?

System / Service	(1) Acceptable time without access – (RTO)	(2) Acceptable volume of data loss – (RPO)	Existing Provision / Contingency
Email (Exchange, Google Apps, Office 365)			
Shared Files (File shares, DropBox, Box.com etc)			
Internet Access			
Office Telephones			
Mobile Phones			
Finance / Accounts System			
CRM System			