

ANNUAL BUSINESS CONTINUITY REVIEW

Division / Unit Checklist

A practical annual review tool for validating BIAs, BCPs, recovery strategies, and continuity readiness

BUSINESS CONTINUITY | OPERATIONAL RESILIENCE | ANNUAL VALIDATION

Purpose

This checklist is completed annually by each division, department, college, office, or operational unit to confirm that its Business Impact Analyses (BIAs), Business Continuity Plan (BCP), continuity contacts, recovery strategies, and supporting information remain current, accurate, and actionable. The completed checklist should be retained with the unit BCP and submitted to the Office of Emergency Management as directed.

KEY POINT

The annual review is not simply a date change. Reviewers should validate that the plan still reflects current operations, staffing, systems, vendors, facilities, recovery priorities, and lessons learned.

Division / Unit Information

Division / Unit: _____

Continuity Representative / Plan Owner: _____

Division Leader / Approving Official: _____

Review Period / Year: _____

Date Review Initiated: _____

Date Review Completed: _____

Annual Review Workflow

Gather
Current Plans

>

Validate
BIAs

>

Review
BCP

>

Approve &
Submit

>

Exercise /
Maintain

1

Governance, Ownership, and Plan Administration

Confirm that plan ownership, leadership responsibilities, and annual review records are current.

	Review Item	Status / Notes
☐	Plan ownership The designated Continuity Representative or Plan Owner remains appropriate and has sufficient knowledge and authority to coordinate the review.	☐ Current ☐ Update Needed Notes: _____
☐	Executive sponsorship The division leader or approving official understands continuity responsibilities and supports completion of required updates.	☐ Current ☐ Update Needed Notes: _____
☐	Primary and alternate leadership Primary and alternate continuity leaders, succession arrangements, and decision authority are current.	☐ Current ☐ Update Needed Notes: _____
☐	Organizational scope The BCP accurately identifies the department(s), office(s), college(s), or operational units covered by the plan.	☐ Current ☐ Update Needed Notes: _____
☐	Mission and purpose The departmental mission and continuity purpose remain accurate and aligned with current university operations.	☐ Current ☐ Update Needed Notes: _____
☐	Document ownership and access Current versions of the BIA, BCP, appendices, and supporting records are accessible to authorized personnel.	☐ Current ☐ Update Needed Notes: _____
☐	Prior review actions Outstanding corrective actions, prior review comments, exercise findings, or audit recommendations have been addressed or assigned.	☐ Current ☐ Update Needed Notes: _____

BEST PRACTICE

Include leadership and subject matter experts in the review rather than assigning the entire process to one individual.

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Business Impact Analysis Review

Validate essential functions, impacts, recovery requirements, and dependencies before updating the BCP.

COMMON PITFALL

Do not automatically carry forward prior-year recovery values. Confirm that MTD, RTO, RPO, and priority classifications still reflect actual institutional consequences.

	Review Item	Status / Notes
☐	Essential functions Each essential function is still required, clearly named, and assessed separately where recovery needs differ.	☐ Current ☐ Update Needed Notes: _____
☐	Function ownership Process owners and responsible positions remain accurate.	☐ Current ☐ Update Needed Notes: _____
☐	Impact assessment Operational, financial, legal/compliance, safety, and reputational consequences remain realistic and reflect current obligations.	☐ Current ☐ Update Needed Notes: _____

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	Review Item	Status / Notes
☐	Maximum Tolerable Downtime (MTD) The point at which disruption becomes unacceptable remains accurate and defensible.	☐ Current ☐ Update Needed Notes: _____
☐	Recovery Time Objective (RTO) The target restoration timeframe is realistic, consistent with impacts, and shorter than or equal to the MTD.	☐ Current ☐ Update Needed Notes: _____
☐	Recovery Point Objective (RPO) Data-loss tolerance reflects current business requirements, transaction frequency, and recordkeeping needs.	☐ Current ☐ Update Needed Notes: _____
☐	Priority classification Mission Critical, Essential, Important, or Deferrable classifications remain consistent with impacts and recovery timelines.	☐ Current ☐ Update Needed Notes: _____
☐	Dependencies and resources Personnel, facilities, technology, data, records, vendors, partners, equipment, and utilities are complete and current.	☐ Current ☐ Update Needed Notes: _____
☐	Single points of failure New or unresolved single-person, single-system, single-vendor, or single-location dependencies are identified.	☐ Current ☐ Update Needed Notes: _____
☐	Lessons learned Recent incidents, outages, exercises, audits, or operational changes have been incorporated into the BIA.	☐ Current ☐ Update Needed Notes: _____

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Business Continuity Plan Review

Confirm that the BCP remains actionable and implements the priorities established in the BIA.

	Review Item	Status / Notes
☐	Activation triggers Conditions requiring partial or full BCP activation remain clear and appropriate.	☐ Current ☐ Update Needed Notes: _____
☐	Activation authority Personnel authorized to activate, modify, or stand down the plan are current.	☐ Current ☐ Update Needed Notes: _____
☐	Notification procedures Internal and external notification methods, call trees, Teams groups, email lists, and escalation paths are current.	☐ Current ☐ Update Needed Notes: _____
☐	Essential functions table Functions, owners, MTDs, RTOs, and priority levels match the approved BIA.	☐ Current ☐ Update Needed Notes: _____
☐	Recovery strategies Strategies address realistic loss of workplace, personnel, technology, data, vendors, equipment, utilities, and communications.	☐ Current ☐ Update Needed Notes: _____
☐	Manual workarounds Temporary procedures are documented, feasible, and supported by required forms, instructions, or supplies.	☐ Current ☐ Update Needed Notes: _____
☐	Alternate workplace / telework Alternate locations, remote-work options, access requirements, and limitations remain valid.	☐ Current ☐ Update Needed Notes: _____
☐	Cross-training and succession Alternates have sufficient training, access, and authority to perform critical duties.	☐ Current ☐ Update Needed Notes: _____

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	Review Item	Status / Notes
☐	Technology coordination System needs and restoration assumptions are aligned with Information Technology Services and the CISO, as applicable.	☐ Current ☐ Update Needed Notes: _____
☐	Vendor and partner arrangements Contracts, emergency contacts, alternate suppliers, MOUs, and service assumptions remain current.	☐ Current ☐ Update Needed Notes: _____
☐	Communications and coordination The plan identifies internal, external, executive, and public-information coordination requirements.	☐ Current ☐ Update Needed Notes: _____
☐	Vital records and data Records, backups, access permissions, retention needs, and secure alternatives remain accurate.	☐ Current ☐ Update Needed Notes: _____

KEY POINT

A recovery strategy should state who will act, what action will be taken, what resources are required, and how the strategy supports the recovery timeframe.

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Contacts, Resources, and Supporting Appendices

Verify restricted contact information and supporting materials maintained with the BCP.

	Review Item	Status / Notes
☐	Employee and leadership contacts Names, roles, office numbers, mobile numbers, and email addresses are current.	☐ Current ☐ Update Needed Notes: _____
☐	Emergency and university contacts OEM, UPD, ITS, Facilities, UMC, and other required institutional contacts are current.	☐ Current ☐ Update Needed Notes: _____
☐	Vendor and partner contacts Primary and alternate contacts, after-hours numbers, contract references, and account information are current.	☐ Current ☐ Update Needed Notes: _____
☐	Facility information Primary and alternate locations, access instructions, maps, special hazards, and utility requirements are current.	☐ Current ☐ Update Needed Notes: _____
☐	Equipment and supply lists Critical equipment, vehicles, specialized supplies, emergency stock, and replenishment sources are accurate.	☐ Current ☐ Update Needed Notes: _____
☐	Supporting procedures and job aids Manual procedures, checklists, forms, scripts, and reference materials remain usable.	☐ Current ☐ Update Needed Notes: _____
☐	Agreements and contracts MOUs, mutual-aid arrangements, vendor agreements, service-level assumptions, and emergency purchasing information remain valid.	☐ Current ☐ Update Needed Notes: _____
☐	Restricted information handling Sensitive contact lists, credentials, security information, and protected records are stored and shared appropriately.	☐ Current ☐ Update Needed Notes: _____

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Training, Exercises, Incidents, and Corrective Actions

Confirm that personnel understand the plan and that lessons learned are incorporated.

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	Review Item	Status / Notes
☐	Orientation and awareness New leaders, Continuity Representatives, essential personnel, and alternates received appropriate continuity orientation.	☐ Current ☐ Update Needed Notes: _____
☐	Annual training Required BIA/BCP, role-specific, system, or recovery-procedure training was completed or scheduled.	☐ Current ☐ Update Needed Notes: _____
☐	Exercise or validation activity The division conducted or participated in a continuity discussion, tabletop, drill, system test, or other validation activity.	☐ Current ☐ Update Needed Notes: _____
☐	Real-world activation Lessons from outages, severe weather, staffing disruptions, cyber events, facility closures, or other incidents were documented.	☐ Current ☐ Update Needed Notes: _____
☐	Corrective actions Improvement items have owners, target completion dates, and a method for tracking closure.	☐ Current ☐ Update Needed Notes: _____
☐	Plan updates following change The plan was updated after significant staffing, system, vendor, facility, legal, or organizational changes.	☐ Current ☐ Update Needed Notes: _____

ACTION REQUIRED

At least one continuity validation activity should be documented annually. This may be completed as part of a university exercise, division workshop, facilitated review, or real-world incident evaluation.

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Certification, Outstanding Actions, and Submission

Document required updates, secure approval, and submit the annual review record.

Outstanding Updates / Corrective Actions

Required Update / Corrective Action	Responsible Party	Target Date	Completion Status

Annual Review Determination

- ☐ No material changes were identified; current BIA and BCP remain valid.
- ☐ Minor administrative updates were completed during the annual review.
- ☐ Material changes were identified and the BIA and/or BCP were revised.
- ☐ Additional work is required; corrective actions are listed above and will be tracked to completion.

Division Certification

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By signing below, the reviewers certify that the annual continuity review was completed in good faith, identified information was validated with appropriate personnel, and required updates have been completed or documented for corrective action.

Continuity Representative / Plan Owner Signature: _____	Date _____
Division Leader / Approving Official Signature: _____	Date _____
Additional Reviewer (optional) Signature: _____	Date _____
OEM Review (if required) Signature: _____	Date _____

Submission: Retain the completed checklist with the division BCP and submit the checklist, revised BIA/BCP forms, and supporting documentation to the Office of Emergency Management according to the annual program schedule.

Additional Review Notes / OEM Comments
