

## Scorecard on Contingency Business Plan

- Have I thought about the unexpected challenges, such as natural disasters, financial struggles, or cyber-attacks, that could disrupt my business operations?
- Am I able to prioritize which risks could cause the most harm to my operations, and which ones would have the least impact?
- Do I know which parts of my business (like customer service, financial operations, or inventory management) must keep running, even in a disaster?
- For each identified risk, have I outlined a clear, actionable plan to minimize damage and keep my business running smoothly?
- Does everyone on my team know exactly what role they'll play during a crisis, so they can act quickly without confusion?
- Have I created a solid communication plan to keep everyone informed during a crisis?
- Have I conducted mock drills or tests of my plan to ensure it's practical and effective, and do I update it regularly based on new risks or changes in my business?
- Do I believe that, with this plan in place, I'm well-equipped to go through unexpected challenges and get my business back on track without significant damage?
- Have I made sure that the key people in my business are aware of the plan and ready to contribute to its success if a crisis occurs?
- Am I prepared with the necessary backup systems, financial resources, and technology to ensure my contingency plan is actionable at a moment's notice?