



TEAM AND RESILIENCE

Business continuity checklist

A practical continuity checklist for protecting client work when a key person, vendor, system, or workspace is unexpectedly unavailable.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

You want a sensible plan for disruption before it happens.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Identify critical work**

- ☐ 02 **Name backups**

- ☐ 03 **Document essential access**

- ☐ 04 **List client communication steps**

- ☐ 05 **Check data backups**

- ☐ 06 **Test one recovery scenario**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.