

Business Continuity Readiness Scorecard

Could your business recover by tomorrow?

How to score yourself

Use this quick scorecard to assess how prepared your business is to reduce risk, keep operating during disruption and recover after a disaster.
Score each question from 0 - 3, then add up your total. Maximum score: 30.

0 Not in place/unsure

1 Partially in place

2 Mostly in place

3 Fully in place and reviewed

1 Do you know which systems are business-critical?

Include systems such as email, finance, CRM, Microsoft 365, shared files, phones and customer data.

Score

0 1 2 3

2 Do you know how long your business could operate without them?

Consider the real impact of one hour, one day or several days without core systems.

Score

0 1 2 3

3 Do you have a documented business continuity plan?

This should cover how the business would continue operating during disruption.

Score

0 1 2 3

4 Do you have a documented disaster recovery plan?

This should explain how systems, data and access would be restored after an incident.

Score

0 1 2 3

5 Are your backups secure, recent and protected from ransomware?

Backups should be protected from accidental deletion, corruption and cyber attacks.

Score

0 1 2 3

6 Have you tested a restore in the last six months?

A backup resport does not prove your business can recover. A restore test does.

Score

0 1 2 3

7 Is Microsoft 365 data included in your recovery plan?

Email, SharePoint, OneDrive and Teams should be reviewed as part of recovery planning.

Score

0 1 2 3

8 Would your team know what to do during disruption?

Staff should know who to contact, how updates are shared and what workarounds to use.

Score

0 1 2 3

9 Does your IT provider or team proactively review continuity and recovery?

A proactive provider or team should review, test and improve your recovery approach.

Score

0 1 2 3

10 Could you confidently explain how you'd recover by tomorrow?

This is the overall test of whether your recovery process is clear, realistic and understood.

Score

0 1 2 3

Your readiness result

0 - 10
High Risk

Significant gaps may exist. You may be relying on assumptions rather than tested processes

11 - 20
Needs Attention

Some elements may be in place, but your approach may not be fully documented or tested

21 - 26
Good Foundation

You have a reasonable level of preparation, with some areas to strengthen

27 - 30
Recovery Ready

You appear well prepared, with clear plans, tested recovery and strong visibility

Scored below 27? It may be time to review your business continuity and disaster recovery arrangements. Book a free Business Continuity and Disaster Recovery Review with one of our experts and they can help you identify critical systems, review recovery gaps, review your approach and assess whether your current IT provider is giving you enough proactive support