

Business Recovery Action List for _____

Executive Summary

Critical risks to mitigate

Five most critical risks to mitigate:

- 1.
- 2.
- 3.
- 4.
- 5.

Personal Budget

Actions that have or will be taken to reduce personal spending to minimise cashflow pressure on the business:

Governance

Actions agreed to improve governance, planning and risk management in the future:

Leadership

Actions that have or will be taken to improve the effectiveness of the leadership team to ensure team morale, engagement, communication and productivity is maintained:

Products / services

Agreed changes / innovations / adaptations to our products and services to ensure our business recovers strongly:

Operations

Agreed changes to the way we operate / deliver products or services to our customers:

Marketing

Improvements / changes that have or will be made to our advertising and marketing activities:

Sales

Changes which have or will be made to our sales processes, systems and targets:

Human Resources

Changes that have or will be made to our organisation structure, roles and responsibilities:

Finance

Actions that have or will be taken to reduce costs and improve cash reserves:

Administration and Technology

Actions that have or will be taken to automate processes, increase efficiency and adopt technology: