

Business Continuity & Readiness Plan Template

Designed by Green Training Associates LLC

This one-page plan is a suggested template to jump start your company's actions to create continuity and readiness for your business. Innovation is essential to thrive through the changing conditions that we are resilient, agile and adaptable for our future readiness.

Today's Date

Company Mission Statement

[Your Company's Original Mission and/or Vision]

Do these statements need revision, as a result of your business pivot?

Three-Part Plan Outlines the Innovation and Business Continuity Strategy

1. How does your business model need to change?
2. What products & services can your business provide?
 - a) Who are the customers and suppliers whom are affected?
 - b) What is the impact on your workforce?
 - c) How will these changes affect P & L?
 1. Describe the change in value proposition for the new products & services.
3. Create purpose for your path and how you can innovate to achieve that path differently.

Three Goals are needed to accomplish the above plan: Your Roadmap to Pivot

1. Outline Near term revenue generation strategies.
 - a. Changes to marketing and social media requirements.
 - b. New customer target audience needs.
 - c. New collaboration partners.
2. Actions required to achieve 12-to-18-month view.
3. Create a set of tools to complete your actions using SMART goals: Project Plan, Budget, Communication Plan – internally and externally to partners, clients, suppliers, etc.