Business Planning Checklist

You and your employees are the backbone of your business. If something happened to you, or one of them unexpectedly, would you or those left in charge have access to all your critical programs and systems? Todays' digital world makes our processes and services so much faster, however, many times those access points are held by only one person. We've created this checklist to help you think through what systems would need to be accessed in the event a key employee was suddenly gone or if a natural disaster shook your organization.

Financial Accounts	Program, System or Website Name	Location, Login or Access Information	Notes
• Accounting Systems (QuickBooks, Proprietary) • AP/ AR tracking/programs • Vendor tracking / information • Merchant and payment processing systems • Banking logins • Credit card logins, reconciliations • Sales reports/tracking, compensation, disbursements • Budgeting systems, reports			
Payroll /HR	**Program, System or Website Name**	**Location, Login or Access Information**	**Notes**
• Payroll processing system or company • HRIS system • Employee records • Leave tracking (FMLA, PTO, paid leave, unpaid leave, sick time, vacation accruals etc.) • Time and attendance systems • Online benefits tracking and enrollment systems • Tax and wage reports			

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Marketing	Program, System or Website Name	Location, Login or Access Information	Notes
• Design locations and storage of company designs, assets (logos, colors, content, design) • Website management and access (Word Press, Weebly etc.) • Social media (Facebook, LinkedIn, Twitter accounts) • Website domains, trademarks • Google Ads and Advertising accounts • Newsletter/broadcasts lists			
Information Technology (IT)	**Program, System or Website Name**	**Location, Login or Access Information**	**Notes**
• Company Network, VPN, internet / Wi-Fi access • Administrator rights/access (computers, data, security) • Email accounts (Microsoft management logins etc.) • Cyber security systems and programs • Support Contacts			
Other Programs and Services	**Program, System or Website Name**	**Location, Login or Access Information**	**Notes**
• CRM Administration Account • Building Information (Access to lease or mortgage data, online service requests etc.) • Equipment (operating systems, processing programs etc.) • Other business processes and systems			

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Operating Processes and Procedures	Program, System or Website Name	Location, Login or Access Information	Notes
• Organizational chart, flow charts • Manuals • Employee handbook, emergency procedures and disaster recovery documents • Training programs and job aids			
Key Advisors and Contacts	**Program, System or Website Name**	**Location, Login or Access Information**	**Notes**
• Attorney • Accountant • Board Members, Advisors • Insurance Brokers (P&C, Benefits) • Sales consultants, specialists • Other partners • Vendors			
Succession Planning Documents	**Program, System or Website Name**	**Location, Login or Access Information**	**Notes**
• Documents outlining triggers, timelines, candidates • Legal documents and Agreements • Valuation records • Financing records (life insurance, loans, financing)			

Keep this checklist somewhere safe (Cloud Based, or Secured Private Network) where it can be accessible in the event of an emergency.

The information contained in this document does not constitute legal or other professional advice. You should consult your professional advisor for legal advice, documents and other planning services.

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