

5-Point checklist for preparing an effective BCP scenario

A practical checklist for designing effective Business Continuity exercise scenarios.

Use this checklist to ensure your BCP scenarios are focused, realistic and deliver meaningful learning.



1.Purpose and objectives

Have you defined exactly what the scenario is meant to test (e.g. escalation, decision-making, recovery, coordination)

Are objectives specific enough to assess performance, not just participation?

Do you have a clear benchmarking and evaluation criteria for assessing participant performance that is aligned with your objectives?

2.Priority Risks

Is the scenario based on a high-impact, plausible risk?

Does it reflect current internal and external risk intelligence?

3.Roles and Teams

Are the right roles and decision-makers included?

Does the scenario challenge all key roles/functions and naturally force those roles to act, decide and coordinate?

4.Build Pressure and Escalate

Are there clear trigger events and escalation points?

Does the scenario include time pressure, uncertainty and competing priorities?

5.Make Learning Actionable

Are expected outputs or deliverables clear (decisions, actions, communications)?

Is there a plan to capture insights and convert them into a practical action plan (including deadlines and owners)?



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