

Business Continuity Readiness Checklist for CPA Firms

If your systems went down tomorrow, could your firm keep its most important work moving?

Use this checklist to assess your firm's readiness for a technology disruption. Identify the systems, people, access, communications, and provider relationships your critical work depends on, then flag the areas that need attention.

1

APPS & DATA

Can we recover the work that matters?



ASSESSMENT	READY	NEEDS ATTENTION	NOT SURE
We know which applications and data are critical to our firm's most important workflows.	☐	☐	☐
Our backups run on an appropriate schedule, with at least one copy protected from the same event affecting the primary environment.	☐	☐	☐
We know how much data we could afford to lose for our critical workflows.	☐	☐	☐
We have successfully restored a representative workload and confirmed it is usable.	☐	☐	☐

2

PEOPLE

Do the right people know what to do?



ASSESSMENT	READY	NEEDS ATTENTION	NOT SURE
Someone is clearly authorized to declare an incident and make emergency decisions.	☐	☐	☐
Critical roles have designated backups and documented procedures.	☐	☐	☐
Critical processes don't depend on knowledge that only one person has.	☐	☐	☐
We know who coordinates the response when multiple vendors or providers are involved.	☐	☐	☐

3

CONNECTIVITY

Can our people keep working?



ASSESSMENT	READY	NEEDS ATTENTION	NOT SURE
Employees can securely access critical applications remotely.	☐	☐	☐
We have tested remote access recently rather than assuming it works.	☐	☐	☐
We know what happens if our office or primary network is unavailable.	☐	☐	☐
We have identified workarounds for critical workflows when systems are unavailable.	☐	☐	☐

4

COMMUNICATIONS

Can we keep clients and employees informed?



ASSESSMENT	READY	NEEDS ATTENTION	NOT SURE
We know who owns client communication during an outage.	☐	☐	☐
We know which client commitments need attention first.	☐	☐	☐
We have prepared messaging that can be quickly customized.	☐	☐	☐
We have identified workarounds for critical workflows when systems are unavailable.	☐	☐	☐

5

VENDORS & RECOVERY

Do we know who is responsible for what?



ASSESSMENT	READY	NEEDS ATTENTION	NOT SURE
We know which vendors and partners our critical workflows depend on.	☐	☐	☐
We know what recovery responsibilities belong to our firm versus our providers.	☐	☐	☐
We have documented recovery time and data-loss expectations for critical workflows.	☐	☐	☐
We know what is explicitly outside our technology provider's service scope.	☐	☐	☐

② ONE QUESTION TO ASK ACROSS EVERY AREA

When did we last test this, and what did the test prove?

A continuity plan becomes more useful when your firm has evidence that the people, processes, access, backups, and recovery procedures actually work.

What Your Results Tell You



MOSTLY READY

Your firm has a meaningful continuity foundation. Focus on testing, documenting evidence, and closing the remaining gaps.



MOSTLY NEEDS ATTENTION

You have important pieces in place, but some dependencies or responsibilities could slow recovery. Prioritize the gaps that could affect critical client work.



SEVERAL NOT SURE

Start there. Uncertainty around ownership, recovery, access, or communications is itself a continuity gap.

Know which work matters most, who is responsible,
and how your firm will keep moving when something goes wrong.

Start Closing the Gaps

A SIMPLE 30-DAY PLAN

WEEK 1

IDENTIFY



- Rank your firm's most critical workflows
- Map the systems, people, connectivity, and vendors they depend on
- Identify your biggest single points of failure

WEEK 2

DEFINE



- Set acceptable downtime and data loss for critical workflows
- Assign decision-making authority
- Document critical workarounds

WEEK 3

TEST



- Restore a representative workload
- Test remote access
- Review communication and vendor procedures

WEEK 4

IMPROVE



- Document what the tests revealed
- Assign owners to unresolved gaps
- Schedule your next continuity test

START WITH ONE CRITICAL WORKFLOW.

Test it. Fix what you find. Then expand.

Need Help Closing the Gaps?

Summit helps firms reduce the technical burden of business continuity through:



Hosted applications and secure access



Technical response and coordination



Managed backup and recovery



Alternate work locations



Managed environment and monitoring

Your firm retains responsibility for business priorities, decisions, staff procedures, and client communication. Summit can help support the technology infrastructure behind them.

Want to talk through
what you found?

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