



# CD TECHNOLOGY

## BUSINESS DOWNTIME READINESS SCORECARD

Answer each question with **Yes** or **No** to evaluate how prepared your organization is for a technology disruption.



### 1 BACKUPS

- We know all critical business data is backed up.
- Our backups are monitored daily.
- We have successfully restored files from backup within the last 12 months.

YES

NO

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### 2 CYBERSECURITY

- All users have Multi-Factor Authentication (MFA) enabled.
- Employees receive security awareness training.
- We have endpoint protection on all devices.

YES

NO

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### 3 BUSINESS CONTINUITY

- We know how long we can operate without our systems.
- We know how much data loss is acceptable.
- We have documented recovery procedures.

YES

NO

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### 4 PEOPLE & COMMUNICATION

- Staff know who to contact during an outage.
- Leadership has a communication plan.
- Key vendor contacts are documented.

YES

NO

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### 5 TESTING

- We have tested our recovery process in the past year.
- We have tested restoring a server or critical application.
- We review our recovery plan annually.

YES

NO

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### YOUR DOWNTIME READINESS SCORE



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Add up your YES answers to get your score.

### WHAT YOUR SCORE MEANS



**12 – 15 EXCELLENT**

Your organization is ahead of most small businesses. Keep it up!



**8 – 11 GOOD**

Good foundation, but there are likely gaps that could extend downtime.



**4 – 7 AT RISK**

Significant risk. A technology outage could create major business disruption.



**0 – 3 HIGH RISK**

You may have backups, but you do not yet have a recovery strategy.



### BONUS QUESTION

If your primary server failed at 10:00 AM today, when would your employees be fully productive again?

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### Want a Complimentary Downtime Risk Review?

We'll help you identify gaps and create a plan to protect your business from costly downtime.



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