**Business Continuity Plan**

**[Business Name]**

[Date]

1. For businesses in which the owner is the sole owner, if the owner is no longer able to manage the business, should it be liquidated or sold as a going concern? Explain.

[Fill in answer]

1. If the business should be liquidated, what are the key items the successor should be aware of? (Some examples would be how to handle existing work, who could be relied on to finish it up, likely buyers for any unique assets, and any other information a person would need to effectively liquidate the business.)

[Fill in answer]

1. What are the key business functions that only the owner knows how to do? What are the key things a successor would need to know to perform these functions?

[Fill in answer]

1. What key business functions is the owner currently handling that could be handled by others? Who would serve as a backup for each?

[Fill in answer]

1. Who should be in charge of day-to-day operations if the owner is unable to do so?

[Fill in answer]

1. Who are owner’s trusted advisors? This could be a banker, attorney, consultant/coach, and/or accountant.

[Fill in answer]

1. Are there other key contacts who should be involved if the owner is unable to manage the business? What would their roles be?

[Fill in answer]

1. If the business will be sold, are there any potential internal buyers (i.e. key employees) who should be approached about this? Are there known potential outside buyers who should be consulted? Is there a business broker who should be involved?

[Fill in answer]

1. If the business will be sold, what is the likely range of values? Why?

[Fill in answer]

1. Are there any other key facts the owner believes the successor should know?

[Fill in answer]