

ALA Law Firm Management Essentials

Operations Management

Find your current business continuity plan. Check for the following elements. Include them if you are building a new plan.

Business Continuity Plan Elements

Communications

- Clients
- Personnel
- Vendors
- Media (Public Relations)

Recovery

- Remote access and work
- Physical space
- Technology (backups)
- Critical personnel and systems

Technology

- Redundant systems
- Communications
- Email

Insurance

- Business Interruption (money saved)
- Cybersecurity
- Crime

