

Business Strategy / Operational Systems

Recovery Plan

Create a plan for key-person dependencies, data backup, and operational contingencies when things go wrong.

Difficulty: Advanced

Model: GPT-4 / Claude / Gemini

Use Case: Risk Management, Continuity Planning, Disaster Recovery

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Why This Prompt Exists

Most small businesses have no continuity plan — until something goes wrong.

You get:

- key-person dependency (business stops if you get sick)
- data loss (no backup or untested backup)
- no plan for emergencies (fire, flood, cyber attack)
- operations grind to a halt when something breaks
- customer impact when you can't deliver

But continuity planning is not pessimism.

It is risk management.

- Key-person risk: who knows what that no one else knows
- Data backup: automated, tested, offsite
- System failures: what breaks and how to fix it
- Emergency contacts: who to call when things go wrong
- Customer communication: how to inform customers during outages

Without a plan, you react when things go wrong.

This framework forces AI to create a continuity plan.

The Prompt

Assume the role of a risk management specialist who creates continuity plans.

Your task is to create a business continuity and disaster recovery plan.

Generate:

1. KEY-PERSON DEPENDENCY MAP
 - Critical roles
 - What only that person knows
 - Documentation status
 - Cross-training plan

2. DATA BACKUP & RECOVERY
 - What data is backed up
 - Backup frequency
 - Backup location (offsite)
 - Recovery test schedule

3. SYSTEM FAILURE RESPONSE
 - Critical systems (email, CRM, accounting)
 - Failure scenarios
 - Fix procedures or vendor contacts

- Workarounds

4. EMERGENCY CONTACTS

- Internal (who to call)
- External (vendors, IT support)
- Customer communication template

5. CUSTOMER COMMUNICATION PLAN

- How to inform customers during outages
- Template messages
- Who approves communications

6. PLAN TESTING & REVIEW

- How often to test the plan
- Last test date
- Next review date

INPUTS:

Team Size:

[INSERT NUMBER]

Critical Systems (can't operate without):

[LIST]

Current Backup Status:

[DESCRIBE OR "UNKNOWN"]

Key-Person Risks (who is irreplaceable?):

[LIST]

Industry Regulations (if any):

[LIST OR "NONE"]

RULES:

- Key-person risk: document what only they know
- Data backup: automated, tested quarterly
- System failures: have vendor contacts ready
- Customer communication: template ready before needed
- Test the plan annually (or after major changes)
- Update contacts quarterly (people change roles)

How To Use It

- Document what only key people know (reduce dependency).
- Test data backups regularly (don't assume they work).
- Have vendor contacts ready for critical systems.
- Customer communication templates save time during crisis.
- Review and test the plan annually.

Example Input

Team Size: 5 people (founder + 4 team members)

Critical Systems: Email (Gmail), CRM (HubSpot), accounting (QuickBooks), project management (Asana), file storage (Google Drive)

Current Backup Status: Google Drive has version history, but no offsite backup; QuickBooks is cloud-based; no formal backup process

Key-Person Risks: Founder knows all client passwords, IT configurations, vendor

contracts; no one else can access certain systems

Industry Regulations: None

Why It Works

Most small businesses have no continuity plan.

This framework improves outcomes by forcing:

- key-person risk assessment (dependency reduction)
- data backup planning (loss prevention)
- system failure response (recovery)
- emergency contacts (communication)
- customer communication (relationship protection)

Great continuity plans don't prevent disasters — they ensure you can recover from them.

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