



jigsawvae



Business Continuity  
Action Plan



My Current Situation!

What support do you need? / Why do you need it? / Who can you talk to?  
What can you do? / When? / What happens when the crisis is over?

Answers

Ideas

Note ideas for actions to effect change



Actions

what, who, & when!

# Operating Model

Inventory

Channels

Communication

Finance

Innovation

# Flip Issues to Ideas!

Business Continuity Action Plan

Finance

Whats in the bank?

Answer

Ideas

Note ideas for actions to effect change

What do I owe and to who?

Answer

Ideas

Note ideas for actions to effect change

Have I communicated my current situation?

Answer

Ideas

Note ideas for actions to effect change

What am I owed?

Answer

Ideas

Note ideas for actions to effect change

Have I explored all supports available to me?

Answer

Ideas

Note ideas for actions to effect change

Have I renegotiated supplier agreements?

Answer

Ideas

Note ideas for actions to effect change

Business Continuity Action Plan

Inventory

What stock do I have in the business?

Answer

Ideas

Note ideas for actions to effect change

What stock is on order?

Answer

Ideas

Note ideas for actions to effect change

What stock do I really need to order at this time?

Answer

Ideas

Note ideas for actions to effect change

Can I amend my outstanding orders?

Answer

Ideas

Note ideas for actions to effect change

What stock is perishable?

Answer

Ideas

Note ideas for actions to effect change

Is there an opportunity to clear aged stock?

Answer

Ideas

Note ideas for actions to effect change

Business Continuity Action Plan

Channels

What are my normal trading locations  
Bricks or Clicks?

Answer

Ideas

Note ideas for actions to effect change

Can I currently operate form there?

Answer

Ideas

Note ideas for actions to effect change

Can I afford to pay for this?

Answer

Ideas

Note ideas for actions to effect change

What is my current ability to trade  
online?

Answer

Ideas

Note ideas for actions to effect change

Can I operate online safely and  
within current govt. guidelines?

Answer

Ideas

Note ideas for actions to effect change

# Business Continuity Action Plan

## Communication

How do I communicate with customers?  
suppliers? state?

Answer

Ideas

Note ideas for actions to effect change

What are my usual comms/marketing  
channels?

Answer

Ideas

Note ideas for actions to effect change

What is my social media presence?

Answer

Ideas

Note ideas for actions to effect change

What are my challenges?

Answer

Ideas

Note ideas for actions to effect change

Where are my communication gaps?

Answer

Ideas

Note ideas for actions to effect change

Do my customers know my situation?

Answer

Ideas

Note ideas for actions to effect change



# Business Continuity Action Plan

## Innovation

What options to trade are open to me?

Answer

Ideas

Note ideas for actions to effect change

How effective is my current online trading platform?

Answer

Ideas

Note ideas for actions to effect change

Marketing opportunities?

Answer

Ideas

Note ideas for actions to effect change

What changes have I been putting on the long finger?

Answer

Ideas

Note ideas for actions to effect change

What processes should I review?

Answer

Ideas

Note ideas for actions to effect change

What changes can I safely implement?

Answer

Ideas

Note ideas for actions to effect change

Turn Ideas  
to Actions!

# Business Continuity Action Plan

	Idea	Action	Owner	When	Review
Inventory					
Channels					
Finance					



# Business Continuity Action Plan

	Idea	Action	Owner	When	Review
Communication					
Innovation					
Other					



My Current Situation- Actions

What support do you need? / Why do you need it? / Who can you talk to?  
What can you do? / When? / What happens when the crisis is over?

Ideas

Note ideas for actions to effect change



Get Moving  
Act Now!

# OUR TEAM



## The Company

Jigsaw VAE is an award-winning Lean consultancy having been recognized at this year's *Lean Business Ireland Awards* for our Culture & Climate Benchmark and Leadership training program.

Jigsaw VAE work with organisations to develop an "Organisational Growth Mindset". Our clients are successful businesses; we work with them to harness their existing strengths & talents to drive improvement.

Our team of partners have extensive commercial experience and apply this to organisations through coaching, training and consultancy. Using tools from Lean, Six Sigma & Design Thinking and techniques such as coaching, mentoring & training, we are in the unique position to guide the person and the process through the change cycle.

## The Trainers & Mentors:

We have highly experienced and qualified trainers and mentors to support all participants on their Lean journey. Along with industry experience they have the agility to apply their knowledge, skills, and ability to all sectors by focusing on the issue at hand and leverage the industry expertise of the client.

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