



Effective Contingency Plan Review

A contingency plan must be reviewed at least annually. Frequent reviews every six months or after major changes improve resilience.

Regular updates keep plans aligned with evolving risks and organizational shifts.

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Recommended Review Frequencies

1 Annual Review

Ensures alignment with updated strategy and vision.

2 Biannual Review

Catches evolving threats and team changes in dynamic environments.

3 Post-Event Review

Trigger after breaches, disasters, regulation or key staff changes.



Why Update the Plan?

Strategic Alignment

Reflects shifts in priorities and operational scope.

Risk Landscape

Responds to new cyber, pandemic, and geopolitical threats.

Tech & Infrastructure

Accounts for upgrades and cloud migrations in recovery processes.

Team & Compliance

Updates roles, contacts, and regulatory requirements.

Summary of Review Triggers

Trigger	Review Frequency
Regular scheduled check	Every 6–12 months
Major vision/strategy change	Immediately
Incident or disruption	Immediately after
New technology deployed	Post-deployment
Regulatory changes	As soon as applicable

Adhering to these triggers ensures your contingency plan remains relevant and effective.

