E/L/K 1302

Continuity Program Management

STUDENT MANUAL APPENDIX

FEMA

This page intentionally left blank

Table of Contents

This page intentionally left blank

1. Worksheet #1

1.1. Activity: Identify Goals and Challenges

Identify your organization's continuity goals, any challenges you foresee (or are experiencing), the resources needed to accomplish the goals, and strategies to overcome the challenges.

Table 1: Goals and Challenges

Continuity Goals	Challenges	Resources Needed	Strategies to Overcome Challenges

Continuity Goals	Challenges	Resources Needed	Strategies to Overcome Challenges

2. Worksheet #2

2.1. Activity: Multi-Year Strategic Plan

Use the goals and challenges you identified in the previous activity to fill out the following Multi-Year Strategic Plan table. Goals may have more than one objective.

Table 2: Multi-Year Strategic Plan

Goals	Objectives	Tasks	Due Dates	Responsible Parties	Issues/Obstacles/Constraints
Year 1					

Goals	Objectives	Tasks	Due Dates	Responsible Parties	Issues/Obstacles/ Constraints
Year 2					

3. Worksheet #3

3.1. Activity: Project Plan

Use an objective and/or tasks identified in Worksheet #2 to build out a Project Plan.

Table 3: Project Plan

Project Plan			
Project Name:		**Project Plan Manager:**	
Objective:		Stakeholders:	
Measure of Success:		Required Resources:	

Table 4: Tasks

Task Name	Assigned to	Start Date	End Date	Status	Comments / Strategies

Task Name	Assigned to	Start Date	End Date	Status	Comments / Strategies

4. Worksheet #4

4.1. Activity: Readiness and Preparedness by Planning Factor

Using the threats and hazards identified in your Business Impact Analysis (BIA) discussed during 1301, identify the readiness and preparedness activities/actions that have been taken, are underway, or will be taken for each planning factor to lessen the impact, vulnerability, or consequence to one or more essential functions.

Table 5: Instructions for the Readiness and Preparedness by Planning Factor Worksheet

Readiness and Preparedness by Planning Factor Worksheet					
Essential Function(s):					
Hazard/Threat Description	**Impacts, Vulnerabilities, and Consequences**	**Describe preparedness activities/actions by planning factor.**			
		Staff and Organization	**Equipment and Systems**	**Information and Data**	**Sites**
Referencing your BIA, insert hazard or threat with description. *Example: Flooding caused by excessive precipitation in a 12-hour timeframe.*	Referencing your BIA, describe how the hazard or threat impacts the essential function. *Example: Damage to roadways, infrastructure, and primary operating sites. The organization's essential function(s) depends on access to electricity, which is also impacted by flooded conditions.*	*Example: Continuity Awareness Training; Drills; and Updating Continuity Roles and Responsibilities.*	*Example: Tests; Maintenance; Calibration; Vendor and Supply Chain Coordination.*	*Example: IT/Disaster Recovery Plan; Cybersecurity Training; and Essential Records Database.*	*Example: Exercises involving Alternate Location(s); MOUs; and Access Roster Updates.*

Table 6: Readiness and Preparedness by Planning Factor Worksheet

Readiness and Preparedness by Planning Factor Worksheet					
Essential Function(s):					
Hazard/Threat Description	Impacts, Vulnerabilities, and Consequences	Describe preparedness activities/actions by planning factor.			
		Staff and Organization	Equipment and Systems	Information and Data	Sites

5. Worksheet #5

5.1. Activity: Elevator Speech

You have 60 seconds to deliver an elevator speech to your leadership. Tailor the speech to your leadership and your organization. Remember to consider the priorities of your leadership and how continuity supports the organization and can increase its financial viability. Describe the important role your leadership plays in the continuity program (e.g., budgetary and resource support, approving the continuity plan, and creating a culture of continuity).

Table 7: Elevator Speech

Elevator Speech

6. Worksheet #6

6.1. Activity: Program Assessment

Complete the Continuity Assessment Tool (CAT) to the best of your ability. Once completed, reference your CAT scores and analyze your data to respond to the following questions.

Table 8: Program Assessment

Understanding Your CAT Data	Responses
What does the comprehensive capability score tell you about the program? How is this data interpreted?	
Looking at the POETE solution areas, where are your program's largest gaps?	
Considering the continuity capabilities in the CAT, what resources do you need to assist with increasing your scores?	
What other short-term and long-term follow-up actions might be needed to improve your CAT scores?	