

COOP Project Plan – Continuity Of Operations



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Project Title: Establishing a Continuity of Operations (COOP) Process

Project Description: The project aims to develop and implement a COOP plan to ensure that essential functions of the organization can continue during and after a crisis or disaster.

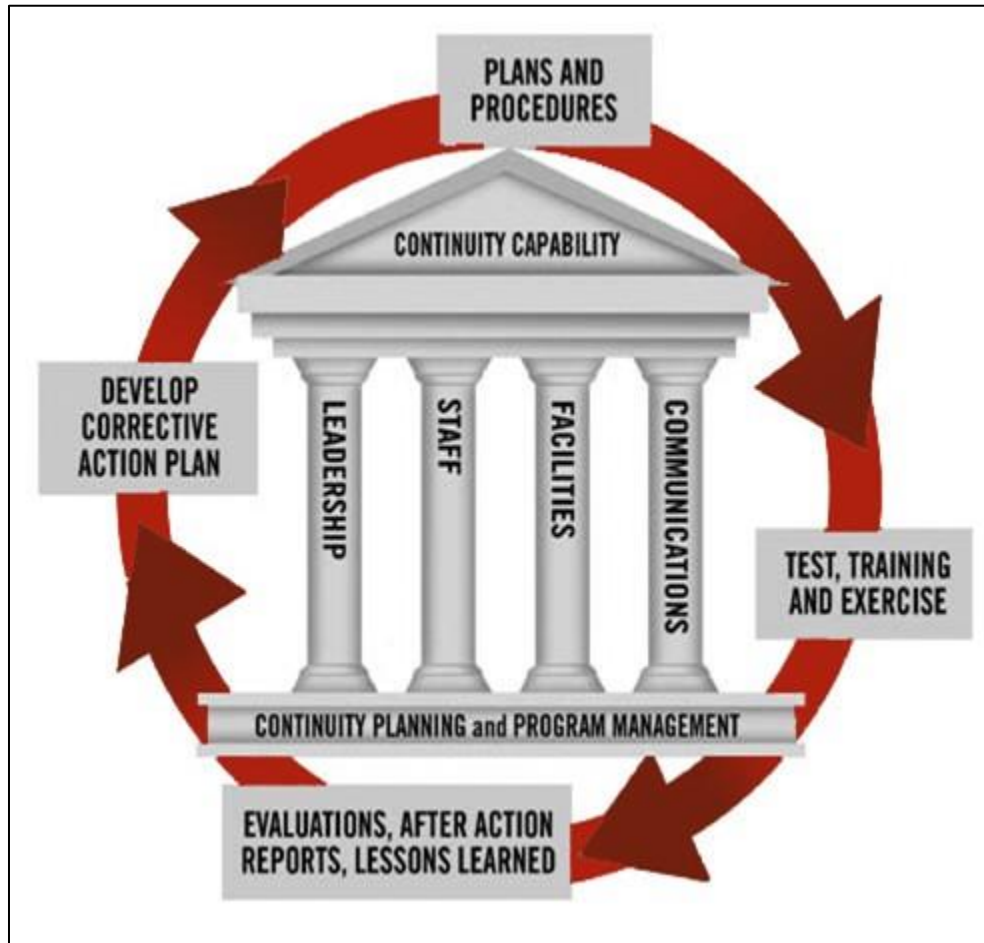


Figure 1: Continuation Of Operations Overview of operations

COOP is a whole of organization process, where management sets the tone, business operations establishes prioritization of resources, Information Technology creates supportive services and Business Continuity Management established recovery procedures to either migrate the business to a recovery data center operations, or mitigate problems and cybersecurity incidents to continue operations at the primary site within established Service Level Agreements (SLAs).

Project Objectives:

1. Identify essential functions and dependencies.
2. Conduct a risk assessment.
3. Develop a COOP plan.
4. Implement the COOP plan.
5. Train employees on the COOP plan.

- 6. Conduct exercises to test the COOP plan.
- 7. Review and update the COOP plan regularly.

Project Team:

- Project Manager
- COOP Planning Team (including representatives from key departments)



Figure 2: COOP Stages to consider

Project Timeline:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]

Project Phases:

1. Initiation Phase

- Define project scope, objectives, and deliverables.
- Identify project team members and stakeholders.
- Develop a project charter.

2. Planning Phase

- Identify essential functions and dependencies.
- Conduct a risk assessment.
- Develop strategies for maintaining essential functions.
- Develop a COOP plan template.
- Obtain approval for the COOP plan.

Contingency Planning							
Example 1 – A Minor Business Disruption							
Scenario	Trigger	Response	Who to inform?	Key Responsibilities		Timeline	
				Who	What	What	When
One team member has expertise in one of your most important systems, and nobody else knows how it works. His or her absence could delay essential work.	The team member is absent/sick/leaves the company unexpectedly.	Use instruction manual for software.	Head of department.	Head of department.	Oversee situation.	Alert head of department.	As soon as absence is confirmed.
			Team manager.	Team manager.	Maintain contact with team, assess situation and offer support.	Team manager and team members to be informed of situation and necessary actions.	As soon as possible.
			Team members.	Team members.	Adapt workload to take on additional tasks, and report challenges/concerns to manager.	Assess and redistribute workload according to organizational priorities.	As soon as possible.

Figure 3: Example COOP Planning Document

3. Implementation Phase

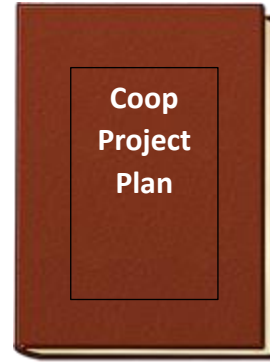
- Implement the COOP plan.
- Train employees on the COOP plan.
- Conduct exercises to test the COOP plan.

4. Monitoring and Controlling Phase

- Monitor the implementation of the COOP plan.
- Address any issues or concerns.
- Review and update the COOP plan as needed.

5. Closure Phase

- Conduct a final review of the project.
- Document lessons learned.
- Close out the project.



Project Deliverables:

- COOP plan document.
- Training materials.
- Exercise reports.
- Final project report.



Figure 4: COOP Review session to identify faults and make improvement and establish training and awareness programs.

Project Budget:

- [Insert Project Budget]

Risks and Mitigation Strategies:

- Identify potential risks to the project (e.g., lack of stakeholder buy-in, resource constraints).
- Develop mitigation strategies for each risk.



Communication Plan:

- Define how project information will be communicated to stakeholders.
- Identify key messages and communication channels.

Quality Management:

- Define quality standards for project deliverables.

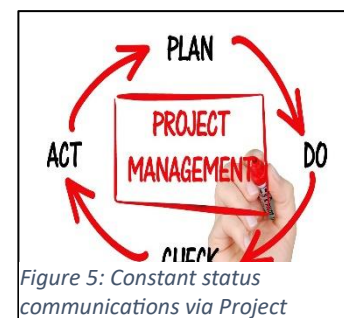


Figure 5: Constant status communications via Project Management

- Develop a process for quality assurance and control.

Conclusion: Establishing a COOP process is crucial for ensuring that an organization can continue to operate during and after a crisis. By following this project plan, the organization can develop a comprehensive COOP plan that meets its needs and ensures the continuity of essential functions.


Why Develop a COOP Plan?



Staffing



Assets



**IT
Systems**



**Vital
Records**

Benefit: Understand your organization’s essential and non-essential services, functions, and dependencies

Goal: Ensure that critical services, organizational functions, and programs remain operational or are restored as soon as necessary during and following adverse events

Figure 6: The benefits received by implementing a COOP Plan of action

Steps used to Implement a COOP Function

Implementing a COOP (Continuity of Operations) project involves several key steps to ensure the successful development and deployment of a COOP plan. Here is a detailed plan for implementing a COOP project:

1. Initiation Phase

- **Objective:** Define the scope, objectives, and deliverables of the COOP project.
- **Activities:**
 - Establish a project team, including a project manager and key stakeholders.
 - Develop a project charter outlining the project's purpose, scope, and objectives.
 - Conduct a kickoff meeting to communicate the project goals and expectations.

2. Planning Phase

- **Objective:** Develop a comprehensive plan for the implementation of the COOP project.
- **Activities:**
 - Identify critical functions and dependencies within the organization.
 - Conduct a risk assessment to identify potential threats and vulnerabilities.
 - Develop strategies for maintaining essential functions during a disruption.
 - Create a COOP plan template that includes key components such as roles and responsibilities, communication procedures, and recovery strategies.
 - Obtain approval for the COOP plan from senior management.

3. Implementation Phase

- **Objective:** Implement the COOP plan and related strategies.
- **Activities:**
 - Implement the COOP plan across the organization, ensuring that all relevant personnel are aware of their roles and responsibilities.
 - Establish communication protocols for disseminating information during a disruption.
 - Implement strategies for maintaining essential functions, such as telework options or backup facilities.
 - Conduct training sessions for employees on the COOP plan and procedures.
 - Conduct exercises to test the effectiveness of the COOP plan and identify any areas for improvement.

4. Monitoring and Controlling Phase

- **Objective:** Monitor the implementation of the COOP plan and address any issues that arise.
- **Activities:**
 - Monitor the implementation of the COOP plan to ensure that it is being followed correctly.
 - Address any issues or concerns that arise during the implementation process.
 - Review and update the COOP plan as necessary to reflect changes in the organization or external environment.
 - Conduct regular audits and reviews of the COOP plan to ensure its effectiveness.

5. Closure Phase

- **Objective:** Close out the COOP project and document lessons learned.

- **Activities:**
 - Conduct a final review of the project to assess its success against the original objectives.
 - Document any lessons learned during the implementation process.
 - Prepare a final project report summarizing the project's outcomes and recommendations for future projects.
 - Close out the project and transition any remaining activities to the appropriate personnel or departments.

By following this detailed plan, an organization can effectively implement a COOP project and develop a COOP plan that ensures the continuation of essential functions during and after a crisis.