

## Plan Development Checklist for \_\_\_\_\_

This form is a tool to chart the progress in developing your business resumption plan. Each plan segment is listed with the development responsibility. Segments with “\*” denote team level development responsibility.

The Plan Development and Review Guide Provides additional information and data collection forms used in plan development. Questions:

### Quick Reference Guide

Plan development responsibility: Already provided by the Business Continuity Office. Changes to the plan may change reference page numbers.

### Module 1

#### \*Team Responsibilities

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the names of the team leader and alternate to page 6 of the plan.

#### \*Critical Functions

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the names of the critical functions performed by the department to page 6 of the plan. If Executive Management has not determined the RTO the team leader will made a best guess estimate.

#### \*Normal Business Hours Response

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the locations for the primary and alternate evacuation assembly site, as determined by local executive management, to page 6 of the plan.

#### \*Notification

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the team member names and contact information to page 3 of the plan. Department employee contact information needs to be gathered within the department and attached to the back of the plan.

#### Corporate Headquarters Phone Numbers

Plan development responsibility: Already provided by the Business Continuity Group on page 13 of the plan

## Module 2

### **\*Vendor and Customer Notification**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the vendor and customer names and contact information to page 15 & 16 of the plan. Department/Teams that are the primary direct contact with vendors or clients should complete this form.

### **\*Team Meeting Place**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the primary and meeting place location information to page 8 of the plan. The meeting place is where the team gathers once activated for an after hours disaster.

### **\*Business Recovery Workarea Checklist**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the space and resource information on page 17 of the plan.

### **\*Resources Required Over Time**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: Team Leader must enter the resource information to page 18 & 19 of the plan.

### **\*Business Recovery Site Information**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the recovery site information to page 21 of the plan once local executives choose a site and provide the information.

### Module 3

#### **\*Off Site Stored Materials**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the recovery box inventory once the boxes are filled and removed off site. This item is optional. If this item is not part of your recovery strategies, state that on the form on page 24 of the plan.

#### **\*Critical Resources to be retrieved**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must enter the information to include the location of the items. This item is optional. If this item is not part of your recovery strategies, state that on the form on page 26 of the plan.

#### **\*Critical Function recovery tasks**

Task duration \_\_\_ hours      Objective date: \_\_\_\_\_ Date completed: \_\_\_\_\_

Plan development responsibility: The Team Leader must provide manual processing steps on page 32 of the plan to continue functions until systems are available. If system validation is part of the team's responsibility, steps for validation of the system should also be included.

The following segments are already provided by the Business Continuity Group and does not require team development.

#### **Personnel Location Control Form**

#### **Status Report Form**

#### **Recovery Preparedness**