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**Step 1 (1.5 -2 hours) per meeting**

* Introduction to Continuity Planning
* Discussion of identifying Essential Functions
* Discussion of required vendors, recovery strategies, required IT applications, required buildings, and required resources
* Discussion of task to be completed before the next meeting
  + Complete Essential Function worksheet(s) if applicable

**Step 2 (1.5 to 2 hours) per meeting**

* Review of completed Essential Function worksheet(s)
* Discussion of Rosters, Teams, and vital records
* Discussion of tasks to be completed before next meeting
  + Identify individuals for Rosters and Teams
  + Identify vital records

**Step 3 (1 to 1.5 hours) per meeting**

* Review rosters, teams, and vital records information
* Discussion of Concept of Operations
* Discussion of tasks to be completed before next meeting
  + Review and customize Concept of Operations template

**Step 4 (1.5 to 2 hours) per meeting**

* Review completed Concept of Operations
* Discussion of what to do upon completion of plan
  + Management review plan
  + Exercise, training, maintenance procedures
* Discussion of tasks to be completed before next meeting
  + EM will complete the plan in WashU Continuity software and provide a copy of the plan to the planning team for review by department/division should review plan and provide feedback and changes

**Step 5 (1 to 1.5 hours) per meeting**

* Review changes and updates from Management
* Discuss any procedures or processes gaps identified throughout the process
* Close out
  + EM will upload the changes and updates from management
  + A pdf version of the plan will be sent to the planning team
* Provide evaluation for improvement of the process