STEP 1: INTRODUCTION TO CONTINUITY PLANNING

• Introduction to Continuity Planning
  o WashU Continuity Planning Process
  o Discussion of Basic Plan
  o Overview of the hazard identification and risk assessment process
  o Discussion of identifying Essential Functions
  o Discussion of identifying Recovery Strategies

STEP 2: BASIC PLAN

• Complete Basic Plan
  o Purpose, Scope, Situation, and Assumptions
  o Authority
  o Communications Resources
  o Functional Roles and Responsibilities
  o Line of Succession and Essential Positions
  o Plan Maintenance

STEP 3: IDENTIFY ESSENTIAL FUNCTIONS AND PROCESSES

• Identify essential function criticality
• Identify critical IT applications recovery strategies
• Identify vital records
• Alternate Operating Capability and Location
  o Primary Building
  o Alternate Building and Capabilities
• Logistical Support and Resource Requirements
  o Required Resources and recovery strategies
  o Required Vendors and recovery strategies
• Identify loss of staff recovery strategies

STEP 4: CONCEPT OF OPERATIONS

• Complete Concept of Operations
  o Implementation and Activation Procedure
  o Relocation procedure
  o Reconstitution

STEP 5: FINAL APPROVAL OF PLAN

• Department Leadership reviews draft of plan
• Update any changes from Leadership
• Discuss any gaps identified in the planning process
• Approve plan