Departmental Mission Continuity Planning

**Introduction**

A Mission Continuity Plan centers on each unit’s **Essential Functions**. An Essential Function (EF) is a task or service that either must be continued through a disruption, or restored as soon as possible in order to continue the critical functioning of the department and the University as a whole.

This worksheet is designed to establish a basic understanding of your department’s continuity-critical functions. It is NOT a substitute for a comprehensive continuity plan. Keeping these principles in mind, please complete the following questions to the best of your ability.

Step 1: Essential Functions

\*Helpful tips for identifying Essential Functions:

1. Essential functions are your unit’s ordinary, day-to-day, critical functions – **not** your unit’s extraordinary, emergency response functions
2. Typically, each functional area of a unit has between two and four essential functions
3. Consider combining functions that use similar resources, have similar outputs and objectives, or are discrete steps of a larger process

Questions to consider:

* Is the function necessary to achieve your unit’s mission?
* Are other functions or campus units dependent on this function for its successful completion?
* Are these services that your unit’s customers/clients depend on?
* Is there a potential for significant revenue loss if this function is not performed?
* Does the function fulfil a legal obligation?
* Does the function play a key role in maintaining the campus’s reputation?
* Does the function safeguard an irreplaceable asset?

**If you answered yes to three or more of these questions, then the function is likely one of your unit’s essential functions.**

**Department:**

**Briefly name and describe your department’s Essential Functions\***:

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| --- | --- | --- |
| Essential Function Name/Title | Brief Description | Maximum Tolerable Downtime (MTD)\* |
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\*The Maximum Tolerable Downtime **(MTD)** is the maximum length of time this function can be down without intolerable consequences to the Campus. Choose from: **<1 day, 1 day, 1 week, 2 weeks, 4 weeks,** or **> 4 weeks**.

Step 2: Strategies for Continuing to Function

If for some reason your department experiences a loss of the IT Network, which of the following will the department do to maintain the Essential Functions? (Indicate all that apply; please elaborate below.)

Keep local backups of key records

A strategy needs to be developed

Not applicable

Other strategy: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reduce or prioritize services

Defer operations until network restored

Work from home

Work from other remote site

Use manual or paper workarounds

Details of Loss of IT Network Plan:

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If for some reason your department experiences a loss of your normal workspace, which of the following will the department do? (Indicate all that apply; please elaborate below.)

Backup lab materials in remote location

Request grantor to approve project delay

Defer operations until space restored

A strategy needs to be developed

Not applicable

Other strategy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reduce or prioritize services

Work at home

Work at alternate site (on-campus)

Work at alternate site (off-campus)

Make advance agreement to share space

Backup vital records in remote location

Details of Loss of Normal Workplace Plan\*:

\*Please also indicate if your department has any existing agreements with other facilities for use as alternate workspaces in the event of a disruption, and with which facilities.

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If for some reason your department experiences a loss of key personnel, which of the following will the department do? (Indicate all that apply; please elaborate below.)

Ensure clear line of management authority

Reduce or prioritize services

Defer operations until staff available

Use overtime/comp time

Reassign staff

Borrow staff from other departments

Borrow staff from other UC locations

Use vendor personnel

Hire temporary staff

Standing contract with temp agency

Transfer workload to another facility

Cross-train staff in advance

Maintain good training materials

Ensure accessibility of files/systems

A strategy needs to be developed

Not applicable

Other strategy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Loss of Key Personnel Plan:

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Important Resources

**Essential staff/other contacts:**

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| Contact Name/Position | Why Essential |
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Final Notes:

Use this space to indicate any additional information deemed important to your department’s Continuity Plan under limited planning time.

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Step 3: Identify, Assign, & Track Action Items

Use this table to identify and track any actions deemed necessary in the previous two steps. You may adapt the table to suit your unit’s specific needs. Make sure to assign each action item to a responsible person(s) and identify a method for tracking the item’s completion. Don’t be surprised if there are several action items needing attention. Prioritize your list so you are focusing time and effort on the most important and impactful.

Examples of action items include: Backup important documents and data; Ensure staff have the necessary IT skills, systems, and support to work remotely; Cross-train staff on key tasks, activities, etc.

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| --- | --- | --- | --- | --- | --- |
| Action Item # | Item | Lead | Supporting Unit(s) | Anticipated Completion Date | Status |
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