

Continuity Planning Updates Calendar

Month	Sections to Update	Tips
January	Servers	Review server's viability with IT Department or technicians employed by department
January	How to Start	Review the accuracy of current recovery strategies. Conduct tabletop exercises by developing disaster scenarios
March	Department Information	Update the number of personnel and building location. Review Evacuation Plan and upload it under Key Resources > Documents
June	Critical Functions	Identify critical functions for your department's operations. Critical functions should include noun(s) and verb(s). Review level of criticality.
September	Contacts	Insert a document that lists your emergency contact in Key Resources
September	Work from Home	Update information on workers' current home internet connection
November	Equipments & Supplies	Review supplies on hand and update the number of equipment and supplies
November	Workstations	Review current backup method. Review workstations support with IT Department or department technician.