

CNY HEPC Region Continuity of Operations Workgroup

Budget Period 1 (July 1, 2019 – June 30, 2020)

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| <i>Goal</i> | Support development of continuity of operations program and plans at facilities and organizations within HEPC. | | |
| <i>Objectives</i> | <p><i>Work Group Objectives</i></p> <ul style="list-style-type: none"> Update and develop additional elements of COOP Job Action Sheet to assist facilities in developing COOP plans. (Draft developed in GY17-18) Update COOP plan template and guidance based on lessons learned during facility implementation. Update and enhance Business Impact Analysis (BIA) departmental guidance based on lessons learned during facility implementation. | <p><i>Target Dates</i></p> <p>5/1/20</p> <p>5/1/20</p> <p>6/30/20</p> | <p><i>Objectives for Organizations</i></p> <ul style="list-style-type: none"> Continue implementation of COOP program; Develop/adopt plans, policies and procedures Develop, adopt, test and revise COOP plan Instruct department leaders on completing business continuity profiles; Conduct BIA; Prioritize Essential Functions; Establish Recovery Time Objectives |
| <i>Expected Outcomes & Products</i> | <ul style="list-style-type: none"> Continuity of Operations Job Action Sheet; Updated/revised COOP plan template and guidance for facility use; Updated/revised departmental instructional guidance for conducting Business Impact Analysis. | | |
| <i>Problem or Gap</i> | <ul style="list-style-type: none"> Continuity planning consists of complex, time intensive and multi-disciplinary assessments and planning which require executive support and organization-wide buy in. The WG will develop templates and guidance for developing plans, policies and procedures, and supportive resources and tools for data collection, analysis; and determining continuity strategies. | | |
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