



### **Continuity of Operations (COOP) & Continuity of Government (COG) – Planning** *A Participant's Guide to Workshop I: COOP/COG Program and Project Management*

#### **1.0. OVERVIEW OF COOP/COG PLANNING**

Many governmental organizations develop and maintain plans that ensure the continuity of their most valuable and time-critical operations. Continuity of Operations and Continuity of Government planning is essential to the continuance of mission critical functions across a wide range of internal and external emergencies and events.

The process of developing a COOP/COG plan for a governmental agency is a challenging project that will require the contributions of many individuals with various types of expertise and responsibilities. The process involves participatory activities – such as workshops – where the participants work as equals on a team, and activities between workshops where the participants serve as leaders with their divisions or sections to gather data, discuss preliminary results, seek consensus, and obtain decisions.

#### **2.0. PURPOSE**

The purpose of Workshop I is to provide an overview of COOP/COG planning and introduce key concepts. Workshop I should help to identify some of the problems that the project management team might encounter during the project. This workshop:

- Provides an overview of the project planning process so that senior executives can assign the appropriate individuals to the management team
- Provides guidance regarding the identification of a facilitator or project manager for continuity planning within the organization
- Provide assistance to help individuals understand the milestones associated with the planning processes

#### **3.0. AGENDA**

- Introductions
- COOP/COG Overview and Methodology
- Key Concepts
- Pre-Planning Activities
- The Planning Team
- Next Steps



#### 4.0. WHO SHOULD ATTEND

Participants in this workshop should include executives, managers, and staff who are most likely to be closely engaged in the continuity planning effort.

#### 5.0. EXPECTED RESULTS

- Identification of a senior executive as the “owner” of the continuity planning project;
- Selection of one or more individuals to facilitate the planning project (i.e., project management);
- Determination of departments, divisions, sections, agencies, etc. **to be considered** for inclusion in the plan and identification of a Point-of-Contact (POC) for each identified organization;
- Determination of schedule, milestones, and expected completion dates;
- Determination of the acceptable minimum recovery time objective (RTO) and sustainment period;
- Senior level directives mandating participation in COOP/COG planning

#### 6.0. ASSIGNMENTS FOR NEXT WORKSHOP

- If not already determined, identify who has responsibility for the plan within the organization;
- Identify Facilitator(s) and Points-of-Contacts (POCs);
- Determine the Recovery Time Objective (RTO) and desired sustainment period;
- Develop project schedule;
- Establish and begin training COOP/COG Planning Team;
- Issue executive-level directive regarding COOP/COG planning