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