

Specific details about elements of the plan

1. Main Information Page
 - a. Identify individuals here
 - b. Include Mission statement
 - c. For supersede merely state this is the initial plan
2. Devolution
 - a. What person or group is going to do your mission essential functions if your organization is unable to do them
3. Contacts
 - a. Be sure to try to import contacts before you add them yourself
 - b. Currently – Department in the program = our Division
 - c. Currently – Division in the program = our department
 - d. Anyone who is going to be attached to a team, delegation or essential function has to be listed in your plan
4. Teams –
 - a. You can add as many teams as you need (e.g. if you have multiple physical locations you may want more than one relocation team)
 - b. Every team member should have specific responsibilities assigned – note there are canned responsibilities but you should really add your specific responsibilities (e.g. relocation team member – responsible for all EOC equipment)
5. Essential Functions
 - a. There are 2 types of things that need to go in this section
 - b. Type 1 – what your organization does this should be a playbook for anyone who needs to know what your organization does on a regular basis
 - i. To assist with this we have added some additional tiers to the Essential Functions page
 - ii. For academic/student involved groups – we suggest the tiers be based on semesters (summer-fall-spring) what are the activities that you routinely do during these time frames
 - iii. For finance or support related groups we suggest tiers based on timeframes of quarters of the fiscal year
 - iv. If you do the same or similar things repeatedly during these time frames or if its easier you can put the functions/tasks in a spreadsheet and upload it (we have a template for this)
 - c. Type 2 – these are activities that need to be performed in the event you have a disruption to your normal activity – the disruption could be as simple as a key staff member is out for whatever reason – are there things that still have to get done (e.g. deposits made, a shared email account checked, etc.)
 - d. For each essential function you then need to attach contact(s) and vital records that are associated with this function
6. Facilities –
 - a. Try to import facilities first – add new ones if needed
 - b. Identify the resources you have at those facilities

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- c. Identify a preferred alternate location and the resources that you need at your alternate facility
7. Security and Access (example page)
 - a. This needs to be completed for each primary and alternate facility
 - b. There is templates you can use to complete this where you simply copy, paste and update the relevant information
8. Facility Evacuation (example page)
 - a. This needs to be completed for each primary and alternate facility
 - b. There is templates you can use to complete this where you simply copy, paste and update the relevant information
9. Alert Notification (example page)
 - a. There are campus procedures here
 - b. You need to add your own communication plan (call trees, plan to communicate with students if appropriate, etc.)
 - c. You can also build canned messages here that have been pre-approved by leadership that someone can then just send
10. Succession
 - a. Add additional successions as needed for various roles/tasks
11. Delegation
 - a. Identify tasks that need to have people authorized to do them
 - b. CU Marketplace roles (requestors, ePro approvers, etc.)
 - c. HCM roles (payroll or leave approvers, etc.)
 - d. Contacts with outside organizations (NCAA, DOEd, etc.)
 - e. Do the people being delegated have the proper access/training to complete these delegations
 - f. For each delegation identify when the delegation goes into effect and if there are limitations on the delegation
12. Vital Records
 - a. Most commonly used resources are listed here -just import them
 - b. Add resources (software, etc.) which are unique to your organization
 - c. Complete the information about the added resources
 - d. Sort the resources to put your unique resources at the top (it is a grab and move function)
13. Drive Away Kits
 - a. The 2 imported kits here are an administrator and personal kit
 - b. You can add additional kits as needed
14. Communications
 - a. this is about the hardware/software or other systems and not about the message or people

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15. Test, Training and Exercises

- a. Every time you make edits to or review your plan it should be recorded here
- b. Add the person's name who did the activity in the description portion of the entry

16. Risk Assessment

- a. These should be imported from the master and then adjusted to your organization
- b. Be sure to put the impacts to your organization under each risk
- c. Adjust the scoring numbers for your facility
- d. Add additional risks which may be unique to your organization

17. Risk Specific Action

- a. For each risk you need to identify tasks you would take:
 - i. In preparation for this risk (e.g. power outage – pre-action would be to make sure all computers are plugged into power strips with surge protectors)
 - ii. In response to or during the risk (e.g. power outage – make sure all computers are turned off so when the power comes back on they do not surge)
 - iii. In recovery from the risk (e.g. power outage – turn on all computers to make sure they come up)

18. Supporting Documents

- a. Most people are storing documents in Teams/OneDrive/Sharepoint so there is no need to add them here as well
- b. You will find video tutorials developed by the software company on each module in the plan if you want further information

19. View Plan

- a. Once you have completed your plan – send an email to Cnorton@uccs.edu for review
- b. Once the plan is reviewed you can look here to see scoring and comments
- c. The rubric used to evaluate/score the plan is found under supporting documents – “Plan Review Guidelines COOP”
- d. Plans with sufficient Mission Essential Functions and which have a score of 80% or better will be rated as an approved plan – these may still have deficiencies to address and still require periodic updates

20. Administrator

- a. Anyone who is identified as an administrator in the plan can give other people access to your plan
- b. “Add user”
 - i. Unclick the button “auto name and password generation”
 - ii. User name is uccs email
 - iii. Provide a temporary password – they will be prompted to change it as soon as they login
 - iv. No need to add cell phone #
 - v. Select user type
 - vi. Admin – can edit the plan and add other people
 - vii. User – can edit the plan
 - viii. Viewer – can only see the plan but cannot edit the plan