Education Continuity Project Checklist and Schedule			
Task Complete	Project Primary and Development task	Task Assigned	Day / Month / Year
	Develop Education Continuity Management (ECM) Policy:		
	Executive appoint person or team to manage the ECM Program.		
	Identify and document the components of the ECM Policy.		
	Identify relevant standards, regulations and legislation that must be included in the Policy.		
	Develop a draft of a Policy and circulate for consultation.		
	Submit and obtain Executive Management approval		
	Publish and distribute the Education Continuity Management Policy, have a version control system.		
	Develop ECM Program:		
	Establish a Project Team - constituents should include business operations, administration, curriculum, facilities, human resources and technology		
	Define the scope of the continuity management program.		
	Determine the key approaches to each stage of the ECM life cycle as described in the Framework.		
	Develop Definitions and terms		
	Determine the Divisions current state of readiness.		
	Conduct an Impact Analysis (BIA):		
	Determine scope and terms of reference for the Impact Analysis and Risk Assessment		
	Conduct EC Project Team BIA workshop		
	Develop BIA Questionnaire and Workshop		
	Determine questionnaire recipients and workshop participants		
	Distribute BIA questionnaires		
	BIA Teams complete questionnaires / attend workshops		
	Initial BIA data analysis		
	Schedule follow-up interviews and workshops		
	Conduct follow-up interviews and workshops		
	Consolidate, analyze and summarize BIA results and data		
	Determine what the Mission Critical Activities are		
	Determine the financial impacts of a disruption		
	Determine the operational and education impacts of disruption		
	Develop Maximum Tolerable Outage (MTO) criteria for each mission critical activity		
	Determine Recovery Time Objectives		
	Develop business unit recovery priorities and priority order of recovery.		
	Identify resource requirements over time to enable each critical activity owner within the organization to achieve continuity objectives within the timeframes established as part of BIA activity. Examples are:		
	- Staff numbers and key skills		
	- Vital Records and data currency (Recovery Point Objective)		
	- Voice and data applications and systems		
	- Infrastructure (cabling and network links)		

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	- Facilities (alternative location needs)
	    - Suppliers (intra-organization and/or outsourced providers) and their interdependencies
	    - Constraints (such as contractual issues)
	Prepare BIA report and presentation
	Present to the Executive to attain approval to move onto continuity strategy design.		

	Conduct a Risk Analysis (RA): Verify RA scope & objectives Establish criteria for risk High / Medium / Low likelihood and consequence List threats to the mission critical activities Estimate the impact of the risk for each mission critical activity Estimate the likelihood (probability or frequency) of each risk Calculate a risk by combining the scores for impact and likelihood of each risk according to an agreed formula. Identify risk controls that are in place Identify significant gaps and recommend possible additional controls Consider appropriate measures to: Accept, Transfer, Reduce or Avoid Prepare RA report and presentation Present RA to Executive Management Obtain Executive Management approval for the proposed risk management control(s). Make changes directed by Executive Management Proceed to development of Strategic, Operational and Tactical ECM strategy.		
	Develop and Analyze Continuity Options Confirm Mission Critical Activities prioritization, including their dependencies Confirm the Maximum Tolerable Outage (MTO) using the results from the Business Impact Analysis. Confirm Recovery Time Objective (RTO) for the process, which should be shorter than the MTO. Identify appropriate procedures for each mission critical activity and generate options. Evaluate the cost - benefit for the Mission Critical Activity Strategy options to optimize efficiency, to attain recovery time objectives and to ensure cost effectiveness. Provide executive management with a strategy evaluation, which they can assess based on the organization's risk appetite. Develop recommended Continuity strategies Prepare strategy report and presentation Present Continuity Strategy Report to Executive Management Make changes directed by Executive management		
	Develop Education Continuity Plan (ECP) Appoint an owner for the EC Plan (or each plan for multiple sites). Define the objectives and scope for the plan. Develop planning process and timetable.		

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	Decide on the structure, format, components and control of the plan(s). Determine and document which procedures (Strategic, Operational or Tactical) the plan will document and which will be documented in other plans. Determine and document the circumstances that are beyond the scope of the EC Plan.		
	Develop Operational Continuity Strategy: Consolidate the recovery strategy or strategies identified in the previously developed Mission Critical Activity strategic framework. Document the resource requirements over time for each mission critical function to achieve continuity or resumption of activity within the timeframes established as part of BIA activity. Examples are: - Staff numbers and key skills - Vital Records and data currency (Recovery Point Objective) - Voice and data applications and systems - Infrastructure (cabling and network links) - Facilities (alternative location needs) - Suppliers (intra-organization and/or outsourced providers) and their interdependencies - Constraints (such as contractual issues) Develop and document recovery resources and services strategy to provide for the cost effective restoration of Education mission critical activities; - within their desired Recovery Time (RTO) and Maximum Tolerable Outage (MTO) targets. - with data recovered to within their Recovery Point Objectives (RPO). Create Operational Strategy implementation action plans. The Risk Assessment may suggest priority areas for implementation.		
	Write Department / Unit Resumption Plan(s): Appoint a person to be responsible for development of the plans overall and a representative within each business unit to develop their plan. Define the objective and scope of the plans. Develop a planning process and timetabled program. Where possible, begin with the plans for the most urgent functions. Develop an outline or template plan to encourage standardization of documentation but allow individual variations where this is appropriate The Education Resumption Plans provide the Operational Response to a disruption for each unit of the organization. Examples of Unit plans are: - department / school plan to resume its critical functions within a predefined timescale - an incident response team, who deal with the specific incident and its physical impact (if any) - Human Resources response to the staffing and wellness issues of an event - IT branch's response to the loss and subsequent resumption of IT services to the business Circulate the draft of the plan(s) for consultation, review and challenge within and, where necessary outside, the division Validate the plan with a department table-top exercise		

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	Consolidate the plans and review for consistency.		
	Document connections and dependencies with the Division EC Plan and between department plans.		
	Coordinate Emergency Response Plan		
	Review Emergency Response Plan/s and synchronize with the EC plans		
	Document the responsibilities of the Emergency Management Team and their relationship with other		
	Ensure support by and coordination with Emergency First Responders (Fire/Police)		
	Coordinate Crisis Management Plan:		
	Document the responsibilities of the Crisis Management Team and their relationship with other plans		
	Develop continuity procedures for the Crisis Management Plan that can support the role of the Crisis Team during an event		
	Develop continuity procedures for the Crisis Communications Plan		
	Implement and Maintain the Education Continuity Plan (ECP)		
	Implementation – assess awareness, deliver program, measure results		
	Develop Division awareness plan		
	Develop ECP training plan		
	Provide Training to Continuity Teams on:		
	- ECP Methodology		
	- EC Program objectives		
	- plan assumptions		
	- plan limitations and scope		
	- Department plan development		
	Develop general employee and stakeholder awareness program		
	Maintanance - Exercising, Audit and Review		
	Establish exercise plan objectives		
	Determine best exercise and test approaches / methodologies		
	Define Exercise and test logistic requirements		
	Schedule exercise participants		
	Develop exercise goals and objectives		
	Develop exercise scenarios and scripts		
	Critique exercises and tests		
	Review exercise and test results		
	Write exercise report		
	Present recommendations		
	Change Management		
	Identify triggers and sources of change		
	Define maintenance procedures		
	Document plan maintenance guidelines and procedures		
	Publish plan maintenance guidelines and procedures		
	Review and modify plan/s based on event and exercise lessons learned		
	Publish continuity plan changes		