

Unit 2: Initiating the Planning Process



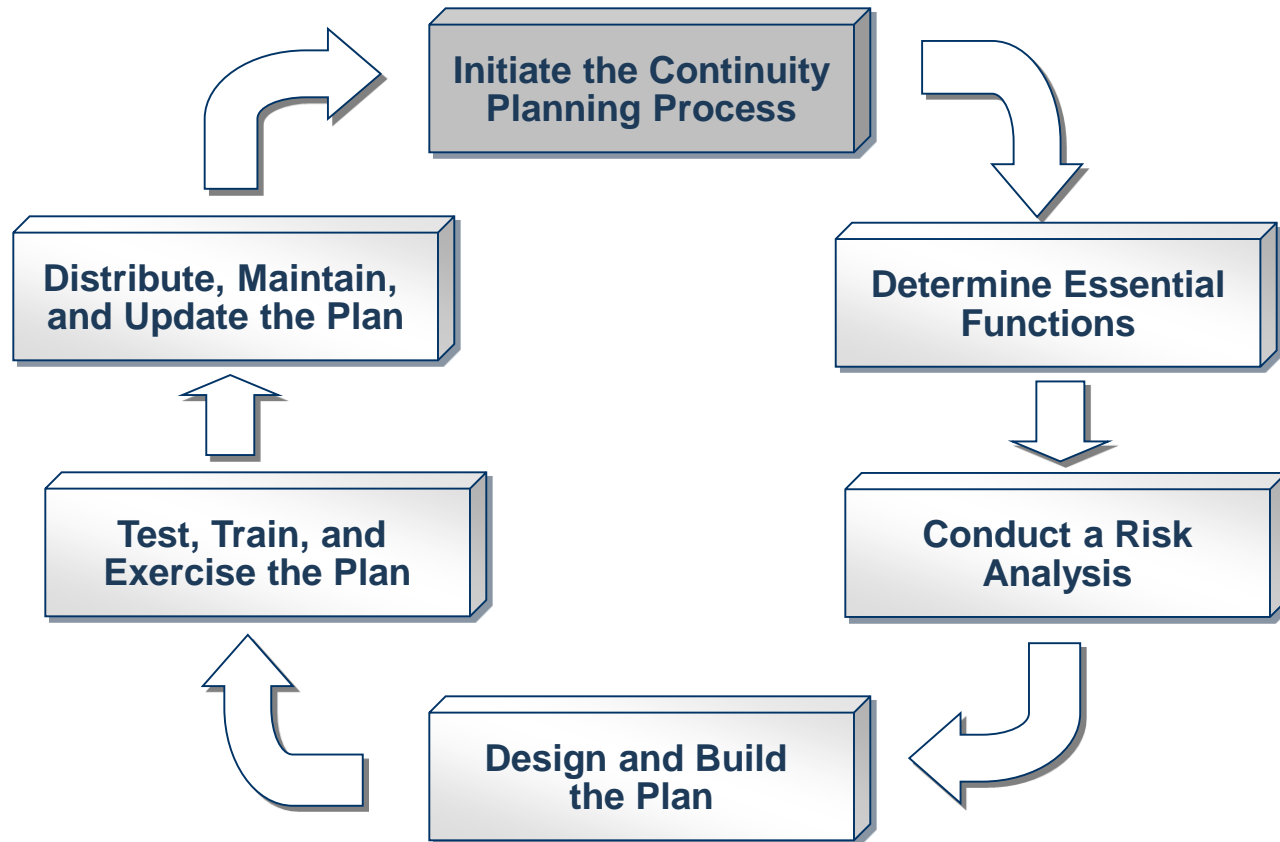
FEMA

Unit 2 Objectives

- **Develop a strategy to create a continuity plan using available requirements, guidance, and assistance tools.**
- **Identify at least five stakeholders in your organization with a role in continuity plan development.**
- **Identify at least three reasons why leadership support is necessary to plan development and discuss strategies for obtaining this support.**



Continuity Planning Process



Where To Start?

**Where did you start
after being assigned
responsibility for
continuity planning?**



FEMA

Getting Started

Take time to think the planning process through.

- **Become knowledgeable with the current continuity program.**
- **Develop an appointment letter from leadership.**
- **Find a champion.**
- **Establish a team to assist with planning.**
- **Develop success criteria and milestones.**
- **Develop a multi-year strategy and program management plan.**
- **Brief leadership and stakeholders.**



FEMA

Identifying Key Stakeholders (1 of 2)

Who are the key stakeholders in the continuity planning process?



FEMA

Identifying Key Stakeholders (2 of 2)

One (or more) representatives from the following should be included on the planning team:

- **Each organizational office.**
- **Information Technology.**
- **Human Resources.**
- **Facilities Management.**
- **Comptroller.**
- **Legal.**

Be sure to include a union representative also!



FEMA

Inclusion of Leadership

Including your organization's leadership is key in the continuity planning process. Leadership:

- **Controls budget and resources.**
- **Provides timelines and expected tasks.**
- **Provides foundation information.**
- **Clarifies issues.**
- **Approves the plan.**
- **Provides public support.**



FEMA

Obtaining Leadership Support (1 of 2)

**How have you
successfully engaged
leadership during the
continuity planning
process?**



FEMA

Obtaining Leadership Support (2 of 2)

Strategies for engaging leadership and obtaining their support include:

- **Identifying applicable laws/regulations.**
- **Discussing best practices.**
- **Developing TT&E event to illuminate shortcomings.**
- **Finding a champion.**
- **Providing information in small chunks.**
- **Relating continuity to mission and priorities of organization.**



FEMA

Summary and Transition (1 of 2)

This unit...

- **Identified stakeholders with a role in continuity plan development.**
- **Discussed the need for leadership support.**

Unit 3...

- **Will focus on incorporating the elements of a viable continuity capability into your plan.**



FEMA

Summary and Transition (2 of 2)

Questions?



FEMA