

# **Unit 5: Plan Maintenance and Distribution**



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# Unit Objectives

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- **Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.**
- **Identify at least three factors that affect continuity plan maintenance and revision.**
- **Develop an outline for a pre-planning briefing to leadership to garner support for the planning effort and continuity program.**



# Plan Maintenance (1 of 2)

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**What factors affect the maintenance and revision of continuity plans?**



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# Plan Maintenance (2 of 2)

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- **Change in leadership.**
- **Re-organization.**
- **Results of TT&E or real-world activations.**
- **Results of assessments.**
- **Annual continuity requirements/guidance.**



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# Annual Maintenance Guidelines

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**On an annual basis, organizations should/must:**

- **Review signed MOA/MOUs for continuity facilities.**
- **Re-evaluate its continuity facilities.**
- **Review, rotate, or cycle vital records.**
- **Review its vital records plan packet.**
- **Review its vital records program.**
- **Conduct an assessment of its continuity TT&E programs and continuity plans and programs.**



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# Plan Distribution (1 of 2)

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**What factors affect the  
distribution of  
continuity plans?**



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# Plan Distribution (2 of 2)

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- **Security.**
- **Currency.**
- **Interdependencies.**
- **Applicability.**



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# Revisiting the Leadership Briefing

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**Unit 2 introduced the concept of briefing leadership prior to beginning the planning process on:**

- **Current status of program and plans.**
- **Objectives.**
- **Engagement of a continuity planning team.**
- **Success criteria and milestones.**
- **Resource requirements.**
- **How continuity relates to the organization mission.**



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# Activity: Outlining the Leadership Briefing

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## Instructions:

1. **Work in groups, as assigned by the instructor.**
2. **Develop an outline for your pre-planning briefing for leadership. Ensure you include key information you want to convey to leadership to garner support.**



**You have 20 minutes to complete this activity.**



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# Summary and Transition (1 of 2)

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## **This unit...**

- **Discussed factors affecting continuity plan maintenance and distribution.**
- **Expanded on the pre-planning leadership briefing.**

## **Unit 6...**

- **Will summarize the course and answer any questions you have.**



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# Summary and Transition (2 of 2)

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Questions?



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