



## **Planning for Continuity of Operations (COOP) and Continuity of Government (COG)**

### **A Participant's Guide to Workshop I: COOP/COG Program and Project Management**

#### **1.0 OVERVIEW OF COOP/COG PLANNING**

Many government organizations are developing plans that will ensure continuity of their most valuable and time-critical operations. Continuity of Operations and Continuity of Government planning is the effort to ensure continuance of these mission critical functions across a wide range of internal and external emergencies and events.

The process of developing a COOP/COG plan for a government 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 within their own 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 helps 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 identifying a facilitator or project manager for continuity planning activities within the organization
- Helps individuals understand the milestones to be achieved through 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 and acceptance by a senior executive as the “owner” of the continuity planning project;
- Selection of one or more individuals to facilitate (project management);
- Determination of business units, i.e., divisions, offices, or operating units, *to be considered* for inclusion in the plan and identification of POCs for each;
- Determination of the acceptable minimum recovery time objective (RTO) and sustainment period;
- Development of schedule, milestones, and expected completion date(s)
- Senior level directives mandating participation in COOP/COG planning activities

#### 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 Contact (POCs)
- Determine the RTO and sustainment period desired
- Develop project schedule
- Establish and begin training COOP/COG Planning Team
- Issue executive-level directive regarding COOP/COG planning