

# My Business Continuity Plan

## Intermediate BCP Worksheet

This worksheet is a tool that reminds you about the information you'll need to complete an **Intermediate BCP** using the web application, **My Business Continuity Plan**. As you move through the application, you'll be answering multiple choice questions as well as 'fill in the narrative' style questions.

Consider using this worksheet to jot down notes about the topics that will be covered in your Intermediate BCP.

1. A general sense of how your BCP will be activated (e.g., by the CEO, by the management team, etc.)
2. Descriptions of how you will manage the critical impacts of a disruption; for example, impacts related to personnel, facilities, client needs, availability of technical/technology resources, access to financial resources, and any other impacts that are unique or pertinent to your mission and services
3. Key points of contact information for partner agencies that will assist during a business interruption

4. Key points of contact: staff and contractors you will need to reach during a business interruption

5. A general sense of your communications strategy during a period of disruption.

6. A general sense of the training schedule or approach you will utilize to practice your plan.