

## My Business Continuity Plan

### Scaling Back Operations Worksheet

This chart will help you plan which operations can and *should* be scaled back during a business interruption. As you complete this table, think about areas where resources can be effectively diverted to other areas to help bolster the response or free up financial drain and staff time for mission-critical tasks and services.

You'll utilize this information as you complete the **Scaling Back Operations** question in the **BCP Overview** module of **My Business Continuity Plan**.

Department: <b>Human Resources</b>		Department:		Department:	
Function to be scaled back	Hiring	Function to be scaled back		Function to be scaled back	
Description of scaled back operation	Hiring will be suspended during a period of serious disruption to normal operations.	Description of scaled back operation		Description of scaled back operation	
Resumption strategy	The Executive Director will make the decision when to lift the hiring suspension.	Resumption strategy		Resumption strategy	
Consider permanent cessation:		Consider permanent cessation:		Consider permanent cessation:	

Department:		Department:		Department:	
Function to be scaled back		Function to be scaled back		Function to be scaled back	
Description of scaled back operation		Description of scaled back operation		Description of scaled back operation	
Resumption strategy		Resumption strategy		Resumption strategy	
Consider permanent cessation:		Consider permanent cessation:		Consider permanent cessation:	

Department:		Department:		Department:	
Function to be scaled back		Function to be scaled back		Function to be scaled back	
Description of scaled back operation		Description of scaled back operation		Description of scaled back operation	
Resumption strategy		Resumption strategy		Resumption strategy	
Consider permanent cessation:		Consider permanent cessation:		Consider permanent cessation:	