

Annual Review of Plan Components	Results
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General Plan Overview	Yes	No	Unsure	Comments
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1. Does the plan clearly define the critical functions of the unit?
2. Do the critical function details provide direction and support to a third party?
 - If not, are there plans in place to remedy this situation?
3. Is the emergency contact list up to date?
4. Is progress being made to complete identified "action items"?
5. Other units have been consulted to allow for a "holistic" view of the plan.
 - Has discussion taken place with the larger Ohio University community?
6. Are there plans in place to review and/or revised the plan?
7. Are staff members able to produce a copy of the BCP upon request?
8. Do you, as the department head, feel that you have a good BCP plan?

Information Technology Component	Yes	No	Unsure	Comments
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1. Have IT staff participated in the development of the plan?
2. Is the information technology section well developed?
3. Do you have security of data concerns?
4. Are there risk assessment plans in place?
5. Have staff who have the ability to work from home, been instructed to test their connection and to review Ohio University policy 40.063 (administrators) and 40.053 (classified)?

Testing and Exercise of the BCP	Yes	No	Unsure	Comments
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1. Has the plan been tested via a table top exercise?
2. Is knowledge of the plan deep enough to provide continuity of leadership?
3. Are staff aware of their roles and responsibilities within the plan?
4. Has the BCP been shared with other client organizations?
5. Are inside/outside support MOU's or contracts in place or under discussion?

Signature, Title and Date