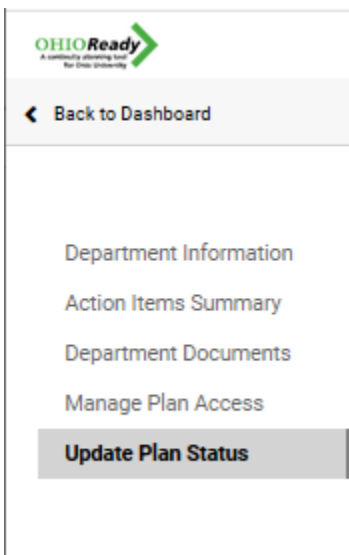




How to update plan status/sign off (approve) a Business Continuity Plan

Once a plan is finished (or the annual review is completed), someone needs to “approve” it as being complete/current. This is done via the Update Plan Status process below~

1. Sign into Ohio Ready
2. Select department/office plan
3. Select “Edit Plan”
4. Look on left side under “Plan Details”
5. Select “Update Plan Status”




6. Click small box with green + sign in upper right corner “Update Plan Status”
7. Fill in the boxes for name, role and document any notes you wish or any extenuating circumstances in the COMMENT section.
8. **Update the plan status from “In Review” or “In Progress” to “Complete” (if you are finalizing the plan for the first time) or to “Current” (if you are completing an annual review of an existing plan). This process signals to the Ohio Ready administration that your plan has been addressed.**
9. Select “Save”.

Update Plan Status

* Name


Role


* Date


* Status

Comment

 Guidance >

 Cancel

 Save

 Save and New