

MISSION CONTINUITY PLANNING AND MAINTENANCE CALENDAR

BUSINESS IMPACT ANALYSIS (BIA): 3-YEAR PUBLISH CYCLE

Date	Activity	JCCC Participants
February	Kick-Off Meeting	Management Topics Leadership
March-April	BIA Templates	Budget Admins + Staff
May-June	BIA Interviews	Budget Admins + Staff
July-August	Processing	MC&RM
September	Distribute BIA Hard Copy and Electronic Report	MC&RM
September	Closure Meeting	Management Topics

DISASTER RECOVERY PLAN (DR PLAN): ANNUAL PUBLISH CYCLE

Date	Activity	JCCC Participants
March-April	Scope Established	MC&RM and IS Leadership
July	DR Sponsor Orientation	JCCC Sponsor(s)
September	Stakeholder Kickoff	MC&RM, IS Leadership and Key Staff
September	Network Infrastructure Workshop	MC&RM, Network Architect, Network Operations Team
October - April	Application Recovery Workshops	MC&RM, Application Owners, Application Support Team, System Admins and Network Ops
May-June	Processing	MC&RM
July	IS Review & Sign-off	MC&RM, IS Leadership & Key Staff
August	Cabinet Review & Sign-off	MC&RM and Cabinet
August	Publish Electronic and Hard Copy	MC&RM

DISASTER RECOVERY PLAN EXERCISES: ANNUAL CYCLE

Date	Activity	JCCC Participants
March-April	Scope Established	MC&RM and IS Leadership
June-July	Conduct Component Exercise	IS Stakeholders, MC&RM
October	Conduct Tabletop Exercise	IS Stakeholders, MC&RM

MISSION CONTINUITY MASTER PLAN: ANNUAL PUBLISH CYCLE

Date	Activity	JCCC Participants
January	Identify Gaps	MC&RM
Mar & Oct	Update New Sections	MC&RM
July & December	Update Contacts / Plan Maintenance	MC&RM
August	Cabinet Review & Sign-off	MC&RM and Cabinet
August	Publish Electronic and Hard Copy	MC&RM

MC&RM = Mission Continuity & Risk Management