Continuity Planning Checklist -- Tool created by AmeriCorps State and National Program Office Updated March 2018				
Timeline/Calendar				
Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?
Example				
Collect calendar information on CNCS, commission, and subgrantee events, activities, and deadlines	*Susan Jackson*			
Draft commission timeline for 12 months	*Susan Jackson*			
Update timeline (bi-monthly)	*Susan Jackson*			

Funding

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Policies and Procedures

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Staff Engagement

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Technology

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Recordkeeping

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Performance Measurement/Reporting

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Member Management/Support

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Contacts/Relationships

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

Resources

Tasks/Actions	Position/Person Responsible	Date Completed	Date Reviewed	Revision Required?

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Date Revised

Date Revised

Date Revised

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