Continuity Planning Checklist

Timeline/Calendar

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

Policies and Procedures

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

Staff Engagement

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

Technology

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

Recordkeeping

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

Performance Measurement/Reporting

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

Member Management/Support

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

Contacts/Relationships

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

Resources

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