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*	*15-Sep-15*	*9/16/2016*	*No*	
Draft commission timeline for 12 months	*Susan Jackson*				
Update timeline (bi-monthly)	*Susan Jackson*				

Funding

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

Policies and Procedures

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

Staff Engagement

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

Technology

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

Performance Measurement/Reporting

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

Member Management/Support

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

Contacts/Relationships

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

Resources

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