

Business Continuity Planning Project Schedule

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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PREPARATION PHASE

Obtain Top Management Approval												
Appoint BCP Coordinator												
Select BCP Planning Committee												
Select Committee Meeting Dates												
Assign Project Tasks												
Develop BCP Project Schedule												

DEFINITION PHASE

Determine BCP Objectives												
Develop Assumptions and Definitions												
List Disruptive Events Addressed by Emergency Operations Plan												
Update Initial Project Schedule & Assignments												
Submit Progress Report to Management												

DATA COLLECTION PHASE

Review Emergency Response Plan												
Verify Asset Documentation												
Verify Vital Record Availability												
Develop Department Resource Needs List												

RISK ASSESSMENT AND MITIGATION PHASE

Perform a Thorough Risk Assessment by doing an HVA												
Perform a Risk Mitigation Evaluation												
Submit a Progress Report and Risk Mitigation Budget to Top Management												
Develop Risk Mitigation Action Plan												

BUSINESS IMPACT ANALYSIS PHASE

Identify Essential Business Functions												
Prioritize Essential Business Functions												
Complete a Business Impact Analysis												
Submit BIA Report to Top Management for review												

BCP PLAN DEVELOPMENT PHASE

Establish a BCP Organizational Chart												
Establish a Link Between EOP and BCP												
Select Response Team Members												
Assign Strategy Development to Teams												
Complete BCP Document Template												
Submit BCP Draft to Top Management for Approval												

IMPLEMENTATION PHASE

Submit Budget for BCP Support Items												
Revise BCP Document for Final Draft of BCP												
Distribute BCP Copies to Team Leaders and Management Group												
Distribute Action Plans to Team Members												
Establish Plan Test Procedures												
Establish Testing Intervals												

TESTING AND MONITORING PHASE

Conduct Tabletop BCP Exercise												
Make Arrangement to Run Backup Systems												
Collect Lessons Learned												
Review and Evaluate Test Results												
Make appropriate Changes to BCP												

MAINTENANCE PHASE

Develop BCP Update Procedures												
Schedule Management Group Review Meetings												

This content was adapted for federally qualified health centers (FQHCs) from the *FEMA Business Continuity Planning Suite* (<https://www.ready.gov/business-continuity-planning-suite>).