**Mission Continuity Pre-Planning Questionnaire (PPQ)**

***Please note: Individuals completing this questionnaire should have already finished the online Knowledge Building module (available soon) designed to acquaint them with Mission Continuity, its purpose, its benefits to their School or Center, ~~and~~ some of the roles and processes related to the program and terms within this questionnaire.***

This PPQ is intended to capture key data elements that will allow plan liaisons to begin to construct their foundation mission continuity plans in Shadow-Planner.

In some schools and centers, multiple PPQs will be necessary – especially in larger organizations where critical processes, functions, and resources are too disparate to be captured on a single questionnaire. Plan liaisons and plan contributors are encouraged to review the PPQ(s) with their local management (e.g., senior business officer, department chair, unit/department head, business administrator, Mission Continuity program representative) to ensure that the list of critical processes, functions, and resources are comprehensive and prioritized appropriately.

1. What are your unit’s most critical processes and functions?

*All critical activities executed by an organization in conducting business as usual are defined as processes or functions. For an academic unit, this may be major advising, laboratory research, or undergraduate instruction. For an administrative area, this may be paying employees, balancing financial accounts at month-end, or providing 24x7 access to e-mail.*

1. Xxxx
2. Xxxx
3. Xxxx

2. How should those processes and functions be prioritized?

*Prioritize the processes and functions identified in question #1, from most critical to least critical.*

1. Xxxx
2. Xxxx
3. Xxxx

3. What BETH-3-related resources are needed to support the top priority items? Please refer to the next page for BETH-3 resource definitions.

*The BETH-3 methodology governs the way mission continuity plan components are organized and recorded in Shadow-Planner. Please limit your response to no more than five (5) resources for each of the BETH-3 categories.*

**B**uilding:

*Basic information about buildings/facilities that is essential to the resumption/continuation of your unit’s most critical processes and functions. Examples include a research laboratory or classroom in a School (Biochemistry Laboratory in the School of Medicine’s John Morgan building), or a computer room in a specific building that houses critical computing equipment (the Data Center in 3401 Walnut Street).*

1. Xxxx
2. Xxxx
3. Xxxx
4. Xxxx
5. Xxxx

**E**quipment:

*Necessary equipment and supplies that are essential to the resumption/continuation of your unit’s most critical processes and functions. Examples include an electron microscope in a specific research laboratory, or back-up power generator requirements for important computer systems.*

1. Xxxx
2. Xxxx
3. Xxxx
4. Xxxx
5. Xxxx

**T**echnology:

*Key technology and systems that are essential to the resumption/continuation of your unit’s most critical processes and functions. Examples include a Blackboard site for a class, or enterprise-wide technology like the University’s Payroll/Personnel system, PennNet, or e-mail.*

1. Xxxx
2. Xxxx
3. Xxxx
4. Xxxx
5. Xxxx

**H**uman resources (people):

*Key personnel or job functions that are essential to the resumption/continuation of your unit’s most critical processes and functions. Examples include a certain lab assistant with critical knowledge of a specific experiment, or a computer technician skilled in the recovery processes necessary to bring back-up servers online and make them accessible to users.*

1. Xxxx
2. Xxxx
3. Xxxx
4. Xxxx
5. Xxxx

**3rd** Party/Vendor:

*Key third-party partners or suppliers that are essential to the resumption/continuation of your unit’s most critical processes and functions. Examples include an external vendor that supplies specific laboratory animals with a special food diet or an internal administrative center, such as Information Systems and Computing, that supplies an organization’s primary e-mail system.*

1. Xxxx
2. Xxxx
3. Xxxx
4. Xxxx
5. Xxxx
6. How would your answers to the other questions change if there was an interruption in service that lasted one hour, one day, one week, 2-4 weeks, 5 weeks or longer? Is time important in restoring your critical processes and functions?

*Consider both* ***elapsed downtime*** *(e.g., a laboratory monitoring process cannot be unavailable more than one hour -or- this is the consequence if we are without e-mail for a week) and* ***time of year*** *issues (e.g., an accounting function must be available on the first of each month for reconciliation purposes -or- admissions decisions must be released on a certain date).*

1. Knowing what your critical functions and processes are, what do you plan to do in the event of a crisis concerning each of the BETH-3 items (buildings, equipment, technology, human resources, and third-parties)? For example, what alternate facilities will you need should your critical facilities become unavailable?
2. Who are the responsible people for carrying out these plans?
3. What can you do now to prepare for a crisis, even before you start to use your Action Plans?