Let's Get Started
Bold Planning
www.continuitycu.com

Welcome to the University of Colorado Continuity Planning System

The University of Colorado has initiated a comprehensive project for the purpose of developing Continuity Plans for each of its university departments.

For this project, the University of Colorado selected BOLDplanning.com, a web-based planning system designed to assist organizations in the continuity planning process. The BOLDplanning.com system walks users through each step of the planning process and helps develop a continuity strategy that clearly outlines the elements required for an organization to continue to perform its Essential Functions during times of disruption.

The BOLDplanning.com system has been customized to meet the specific continuity planning needs of the University of Colorado and has been deployed via the Internet at www.ContinuityCU.com for this university-wide planning initiative.

For questions or technical assistance, please contact us at Help@BOLDPlanning.com.
Welcome to ContinuityCU.com, your on-line source for developing and maintaining your Continuity of Operations Plan (COOP).

ContinuityCU.com was designed to create a standardized on-line planning environment, that not only produces a hard copy COOP document but also a "living plan".

Using the buttons to the left, you can navigate through each section of your COOP.

For security purposes, please be sure to log-off when finished with your session.

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General Information
Contacts
Teams

University of Colorado Risk Management - (COOP)

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Teams

• Relocation Team
  - Team Leader
  - Resource Coordinator
  - Relocation Supervisor
  - IT Coordinator
  - Decision Maker

• Support Team
  - Administrative Lead
  - Co-Leader
  - Communications
  - Administrative Support

• Planning Team
  - Data Entry/Plan Input
  - Team Chief
  - Information Sources
Orders of Succession

The purpose of Orders of Succession can be summed up by the question “Who comes next?” This section of the COOP Plan pre-identifies who will step in, in case personnel in key leadership positions are unavailable.
The purpose of “Delegation of Authority” is to assure that certain critical functions and/or decisions can be handled when the person who usually handles those functions is unavailable during a critical period.
The limited set of operational functions that must be continued or resumed quickly after you become displaced from your normal routine for a period of time.

Mission Essential Functions (MEFs) are the important activities that your organization performs or must resume to be considered “operational.”

The objective is to identify the highest priority of functions and the resources/capabilities ensuring performance.
Essential Functions Continued

Tier 1 – One day disruption

Tier 2 – One Day to One Week disruption

Tier 3 – One Week to One Month Disruption
Essential Functions
Continued

Tier 1 - Functions to be performed, given a One Day disruption. (Highest priority to lowest)

Tier 2 - Functions to be performed, given a One Day - One Week disruption. (Highest priority to lowest)

Tier 3 - Functions to be performed, given a One Week - One Month disruption. (Highest priority to lowest)
Alert Notification Procedure

The purpose of Alert Notification Procedures is to establish a strategy of how your organization would contact its personnel if an event/disruption were to occur during business and/or non-business hours.

The Department Head will notify the COOP Relocation Team (CRT) Chief to activate the COOP Plan.

Upon notification to activate the COOP Plan, the CRT Team Chief will perform the following duties:
1. Contact the key staff members identified within this annex, informing them of the current situation and that the COOP Plan is being activated.
2. Teams will notify Paul who in return will notify Kelly, Lindsey and Faith
3. Tony will notify Craig who then notify his employees Alison, Tisa and Kaylee
4. Group Team chat will be initiated for 1800 Grant Members

UR/STAFF email will be sent notifying off-campus Directors of 1800 Grant shutdown/isOpen
File Archive

• The purpose of the File Archive is to provide a way to easily attach any electronic documents to support your plan. Any document attached here will be backed-up and protected off-site just like the rest of your plan.

• Any documents attached here cannot be changed. If you have a new version of your document, you must attach the newest version to your plan. It is up to you whether you wish to delete the older versions or keep them as a historical record.

• BoldPlanning (COOP) user manual
  • Webinar Trainings
  • COOP Binder
Reports

Reports from your plan are automatically populated with the data and is formatted as you fill in the different sections.

- HTML, Microsoft Word & Excel
- Good way to find where gaps are in your plans