**Setting your goals**

1. Answer the scoping questions as best you can for your facility

* Who owns the responsibility for the developing and managing the plan?

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* Is there Executive buy-in and support?

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* What is the level of continuity planning and awareness within the operational departments at your facility?

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* How many operational departments do you ultimately need to develop plans for?

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1. Create 4 – 6 plan development goals that cover the short, mid-, and long-range (1, 3 and 5+ years)

Examples:

* To identify the services and functions that are most essential to our organization
* To prioritize our IT applications for disaster recovery planning

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1. Identify the people, resources and actions needed to help achieve your goals

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