OtterReady Annual Review Checklist

This checklist will help guide you through reviewing and updating your business continuity plan. Please login to your OtterReady account to complete your annual review.

☐ Plan Details
  • Department Information
    o Is the content on the Department Information screen accurate (Head of Unit, Faculty, Staff, Students and Volunteers)?
  • Action Item Summary
    o Update action items as not yet begun, in progress, needs further discussion or complete.
    o Are any completed? If yes, have they been marked completed?
    o If action items have not been completed, does the due date need to change?
      ▪ Note: If making a change to due date please add a comment indicating the original due date.
  • Download Documents
    o Are the documents the most current and up-to-date?
    o Are there contacts, emails or telephone numbers contained in the documents current and up-to-date?
  • Manage Plan Access
    o Any new users?
    o Do the right people have the appropriate level of access to the plan?

☐ Contacts
  • Staff Basics
    o Name and Phone numbers – Review for update.
  • Stakeholders (Institutional and/or external) – Have names or numbers changed? Are there any new vendors that should be added?

☐ Critical Functions
  o Does your list reflect the most important functions normally performed by your unit?
    ▪ Level of Criticality – Any changes?
    ▪ Person Responsible – Review all and make updates.
    ▪ Peak Periods – Any new peaks to note?
    ▪ Dependencies – Any change in dependency across campus?
    ▪ How to Cope
      o Operating procedures the same? Should any written procedures be uploaded?

☐ Key Resources
  • Staff Basics
    o Name and Phone numbers – Review for update.
  • Work from Home - Any changes in staff? Accessibility?
  • Staffing Requirements - Changes in staffing? Up to date?
  • Documents - Are they the newest version? Any corrections?
  • Equipment and Supplies - New equipment? New supplies?
  • Facilities and Transportation - Any changes?

☐ Information Technology
  o Central and Department Applications – Any changes? Any new applications?
    ▪ How to Restart – Are the responses to the “Recovery Strategies” section up-to-date?

☐ Instruction (for instructional units only)
  o Are the responses to the “All Courses”, “Department Practices”, and “Special Teaching Issues” sections up-to-date?