Continuity Planning

## Use this worksheet to identify where your work is at risk due to personnel loss. This can guide you on where and how to implement processes for knowledge and skills transfer, communication, and transition that increase your team’s and program’s resilience to loss of personnel.

# Assess

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Knowledge/Skill | How essential?  (0, not essential; 3, essential) | Which team member(s) possess this knowledge/ skill? | Risk this knowledge/  skill will be lost?  (0, no risk; 3, very high risk) | How severe the consequences/  disruption if lost? (0, not at all; 3, very severe) |
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# Plan

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| Knowledge/Skill | Who to transfer to? | Who will train them? | By when? |
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# Document and Communicate

1. How will you ensure knowledge is documented? Where will it be documented?

2. Who will have access to documentation?

3. How will you communicate the plan for knowledge transfer? To whom? By when?

4. What contingencies exist in case of emergency (e.g., someone on the team is unexpectedly unavailable for a period of time, there is a disaster, etc.)? Where can the team find these plans?

# Implement

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| Action/Step | Who? | By when? |
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