# SAC STATE *Ready* Annual Review Checklist

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

- **Plan Details**
  - Department Information
    - Is the content on the Department Information screen accurate (Faculty, Staff, Students and Volunteers)?

  - Action Item Summary
    - Update action items as not yet begun, in progress, needs further discussion or complete.
    - Are any completed? If yes, have they been marked completed?
    - 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
    - Are the documents the most current and up-to-date?
    - Are there telephone numbers contained in the documents current and up-to-date?

  - Manage Plan Access
    - Any new users?
    - Do the right people have the appropriate level of access to the plan?

- **Critical Function**
  - 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
  - Operating procedures the same? Should any written procedures be uploaded?

- **Key Resources**
  - Staff Basics
    - Name and Phone numbers – Review for update.

  - Stakeholders – Have names or numbers changed? Are there any new vendors that should be added?

- **Information Technology**
  - 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)
  - Are the responses to the "All Courses", "Department Practices", and "Special Teaching Issues" sections up-to-date?