**Worksheet #1: Organizational Functions Worksheet**

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| **ORGANIZATIONAL FUNCTIONS MODEL WORKSHEET** |
| **Function Description** | **Requirement(s) to Perform the Function** |
| 1.  |  |
| 2.  |  |
| 3.  |  |
| 4.  |  |
| 5.  |  |
| 6.  |  |
| 7***.***  |  |
| 8.  |  |
| 9.  |  |
| 10.  |  |

**Worksheet 1.** Organizational Functions Model Worksheet *Source: FEMA Continuity Guidance Circular 2, July 22, 2010*

**Worksheet #2: Functions Categorization Worksheet**

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|  | **FUNCTIONS CATEGORIZATION WORKSHEET** |
| **Essential** | **Non-essential (during an emergency)** |
| **Mission** | **Mission Essential Functions** | **Primary Business Functions** (Deferrable Missions) |
| **Non-mission** | **Primary Business Functions**(Essential Supporting Activities) | **Primary Business Functions** (Deferrable Supporting Activities) |

**Worksheet 2.** Functions Categorization Worksheet *Source: FEMA Continuity Guidance Circular 2, July 22, 2010*

**Worksheet #3: Candidate Mission Essential Functions**

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| **CANDIDATE MISSION ESSENTIAL FUNCTIONS (MEFs) WORKSHEET** |
| **MEF Description** | **Recovery Time Objective (RTO)** | **Associated CEF(s)** |
| 1.  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5.  |  |  |

**Worksheet 3.** Candidate MEFs Worksheet *Source: FEMA’s Continuity Guidance Circular 2, July 22, 2010*

**Worksheet #4: Mission Essential Function Data Sheet**

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|  ***(Agency or Institution of Higher Education Name)* MEF #\_\_\_ Data Sheet*****(Date)*** |
| **Agency Name:** *(Agency or Institution of Higher Education Name)* |
| **Agency Mission Essential Function (MEF) #**: *(A brief statement, in one sentence, of the function or action to be performed)* |
| **Descriptive Narrative:** *(The descriptive narrative should include a detailed description of the mission, legal or other requirement(s) to perform the mission, and deliverables provided by performing the mission. This narrative should explain, for the non-expert (avoiding technical jargon, if possible), what services or products are provided to a constituency. The narrative should also include a description of the constituency. The focus should remain on those services provided during a disruption. If multiple services are provided, a list of services might be included. Primary business functions, the specific supporting activities that support the performance of the MEF, may also be identified to clarify what the MEF entails).* |
| **Implications If Not Conducted:** *(A brief description of the effects on the constituency if this mission is not performed. This discussion may be very helpful in justifying that the function must be recovered quickly following a disruption of normal operations).* |
| **Associated Commonwealth Essential Function (CEF):** *(Identify the CEF or CEFs this MEF most directly supports).* |
| **Recovery Time:** *(Identify the Recovery Time Objective (RTO), the time by which the MEF must be resumed following a disruption of normal operations. The RTO should reflect the criticality of the MEF. Some MEFs must be performed without interruption. Others may not require resumption for a long period of time. Whatever the goal, the RTO should be identified as a period of time, rather than a range of time (e.g. 72 hours, rather than 12-72 hours)).* |
| **Partners:** *(The names of internal and external organizations necessary to perform the mission).* |
| **Point of Contact:** *(Who in the organization should be contacted for follow-up information? Include their name, email address, and telephone number).* |

**Worksheet 4.** MEF Data Sheet *Source: Adapted from FEMA’s Continuity Guidance Circular 2, July 22, 2010*

**Worksheet #5: Business Process Analysis for MEFs**

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| **MEF# - Business Process Analysis (BPA)** ***(MEF Title)******(Date)*** |
| **MEF Statement:** *(Copy of MEF Statement)* |
| **MEF Narrative:** *(Copy of MEF Narrative)* |
| **MEF Output:** *(A list describing the MEF output, i.e., what products and services are produced or delivered to external partners or constituents. If possible, metrics that provide time and other performance measures should be included).* |
| **MEF Input:** *(A list describing information, authorizations, supplies, and services required to perform the MEF. Each input should briefly describe how the input supports the overall process).* |
| **Leadership:** *(A list identifying the key senior leaders [by position or title] who are required to participate directly in performance of the MEF).* |
| **Staff:** *(A list of staff requirements to accomplish the MEF. This should include staff needed for essential supporting activities as well as MEF accomplishment. Requirements for multiple shifts and back up personnel should be identified, particularly if 24/7 operations are expected. Authorities, qualification, and certification should be specified. Staff requirements should be identified by position [e.g., Fire Chief] or capability [Emergency Medical Technician], rather than by name).* |
| **Communications and IT:** *(A list identifying general and unique communications and IT requirements).* |
| **Facilities:** *(A description of the facility requirements to accommodate mission performance, including office space, industrial capacity and equipment, and critical supporting infrastructure).* |
| **Resources and Budgeting:** *(Supplies, services, capabilities, and other essential resources required to perform the mission and supporting activities not already accounted for in the BPA process).* |
| **Partners and Interdependencies:** *(A list of partners and interdependent organizations that support and/or ensure the performance of the mission. It should highlight the products or services delivered by the partners, the information shared or exchanged, and any other critical elements that facilitate accomplishing the MEF).* |
| **Has a Manual Workaround been identified for this function?:** *(State whether a manual workaround has been developed for this MEF. If so, identify where it may be found).* |
| **Process Details:** *(A detailed narrative or diagram that ties together all of the elements involved in the process of performing the mission).* |

**Worksheet 5.** Business Process Analysis for MEFs *Source: FEMA’s Continuity Guidance Circular 2, July 22, 2010*

**Worksheet #6: Business Process Analysis for PBFs**

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| **PBF# - Business Process Analysis (BPA)** ***(PBF Title)******(Date)*** |
| **PBF Statement:** *(Copy of PBF Statement)* |
| **PBF Narrative:** *(Copy of PBF Narrative)* |
| **PBF Output:** *(A list describing the PBF output, i.e., what products and services are produced or delivered to either external partners and constituents or other divisions or departments of the agency or institution. If possible, metrics that provide time and other performance measures should be included).* |
| **PBF Input:** *(A list describing information, authorizations, supplies, and services required to perform the PBF. Each input should briefly describe how the input supports the overall process).* |
| **Leadership:** *(A list identifying the key senior leaders [by position or title] who are required to participate directly in performance of the PBF).* |
| **Staff:** *(A list of staff requirements to accomplish the PBF. This should include staff needed for essential supporting activities as well as PBF accomplishment. Requirements for multiple shirts and back up personnel should be identified, particularly if 24/7 operations are expected. Authorities, qualification, and certification should be specified. Staff requirements should be identified by position [e.g., Fire Chief] or capability [Emergency Medical Technician], rather than by name).* |
| **Communications and IT:** *(A list identifying general and unique communications and IT requirements).* |
| **Facilities:** *(A description of the facility requirements to accommodate PBF performance, including office space, industrial capacity and equipment, and critical supporting infrastructure).* |
| **Resources and Budgeting:** *(Supplies, services, capabilities, and other essential resources required to perform the mission and supporting activities not already accounted for in the BPA process).* |
| **Partners and Interdependencies:** *(A list of partners and interdependent organizations that support and/or ensure the performance of the PBF. It should highlight the products or services delivered by the partners, the information shared or exchanged, and any other critical elements that facilitate accomplishing the PBF).* |
| **Has a Manual Workaround been identified for this function?:** *(State whether a manual workaround has been developed for this PBF. If so, identify where it may be found).* |
| **Process Details:** *(A detailed narrative or diagram that ties together all of the elements involved in the process of performing the PBF).* |

**Worksheet 6.** Business Process Analysis for PBFs *Source: FEMA’s Continuity Guidance Circular 2, July 22, 2010*