Training in Creating an Action Plan
Mission Continuity Program

To view the full training module, go to Knowledge Link and search for the module entitled Mission Continuity Program: Shadow-Planner Application
DOUBLE-CLICK the name of the Action Plan "Copy of Building Outages" that we have copied from the Library...

*double-click the folder name to continue.*

To edit or update School/Center or Department Action Plans (either those already created by your area, or those copied from the Library)...
Action Plan Name

ACTION PLAN Names typically follow the BETH3 format as related to Buildings, Equipment, Technology, Human Resources, or 3rd Party Partners.

CLICK ANYWHERE TO CONTINUE
Description:
A brief description of this ACTION PLAN. This field is optional.

CLICK ANYWHERE TO CONTINUE
Editors / Restrict to Editors

Best Practice is to leave the Editors field clear.
The Restrict to Editors box should be left unchecked.

CLICK ANYWHERE TO CONTINUE
Trigger

Each Action Plan starts with one or more TRIGGERS, the starting point for a given Mission Continuity event. The chevron (keyboard_arrow_left) opens a sub-menu allowing you add an ACTION, delete, edit, or reorder your TRIGGERS.

CLICK ANYWHERE TO CONTINUE
Add Trigger

Each Action Plan template--available from the system Library--comes with one or more built-in Triggers.

If needed, you may add your own using the [ADD TRIGGER] button.
CLICK ANYWHERE TO CONTINUE

Edit Ruleset

Allows changes to views and access to a particular ACTION PLAN.

Note: Rulesets should not be changed from their default settings.
CLICK ANYWHERE TO CONTINUE

Save/Cancel/Print Report
Options for Saving, Canceling, or Printing a Report of your ACTION PLAN.
Click the chevron (▲) to the right of the TRIGGER to continue....
...and then click [Add Action].
**Action Name**

A short, specific instruction for what to do in this Mission Continuity event. There may be many ACTIONS associated with a given Action Plan, so think of the Action as one item on a "To Do" list.

For example, "Activate Communications Plan" could be one of your ACTIONS.

***CLICK ANYWHERE TO CONTINUE***
Duration/No Duration Specified

Best Practice is to leave the Duration blank and to keep the No Duration Specified box checked.

CLICK ANYWHERE TO CONTINUE
Description:
A brief description of this ACTION. This field is optional.
Documents

Using the Search and Browse feature, you will be able to drag-and-drop the appropriate PROCEDURE Documents into your various plans.

CLICK ANYWHERE TO CONTINUE
Documents

Using the Search and Browse feature, you will be able to drag-and-drop the appropriate Individuals or ROLES into your various plans.

CLICK ANYWHERE TO CONTINUE
**Position**

Allows you to re-order your various ACTIONS within an Action Plan.

CLICK ANYWHERE TO CONTINUE
Save/Cancel
Allows you to save the changes made to your ACTIONS and Action Plans.

CLICK ANYWHERE TO CONTINUE
This is what the fields would look like after entering a name for this Action, and using the Search and Browse feature to drag and drop our sample PROCEDURE Document and Responsible ROLE into place.

Click the [SAVE] button to save these changes.
...and this is what the completed fields would look like at the plan level.

Click the [SAVE] button again here as well.
Remember that this example shows only one ACTION for one TRIGGER for one ACTION PLAN...

Your plans will likely have several of each, as well as multiple ROLES and PROCEDURE Documents...

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