

Timeline for preparing for tabletop exercise (TTX) Mission Continuity Program

Timing prior to scheduled exercise	Task
By January 15	Identify new Shadow-Planner users, if possible, and ensure that they are on-boarded (including completing required online training modules) and submit access forms.
By January 31	Schedule your TTX by e-mailing Maureen Goldsmith at mgoldsmi@upenn.edu. TTXs must take place between February 1 and April 30, 2022.
1 month prior to your TTX	Update BCP plans, call lists and roles, and BIA in Shadow-Planner.
1 month prior to your TTX	If holding TTX on-premise or hybrid, reserve room for TTX; invite attendees.
1 month prior to your TTX	Ensure that note-taker is invited (mandatory). Invite any observers (optional).
2 weeks prior to TTX	Download BCP and BIA plans into PDF reports and save.
1 week prior to TTX	You will be notified of the identity of your external facilitator. You may contact that person in advance to discuss the exercise.
No less than 1 week prior to TTX	Send copies of BCP and BIA plan PDFs and location of TTX (if on-premise) to your external facilitator.
Scheduled date	Conduct TTX.
By April 30	Create your list of the 2-4 most critical IT systems for your organization; submit to central MCP leadership
10 days after TTX	Complete and submit post-exercise report.