

BOE Planning Toolkit

Objective: GIS has developed this toolkit to assist you in planning for business continuity and delegation in the event of a business owner or key person incapacitation. The table below identifies each item needed for thoroughly planning the continued success of your business during a crisis. It identifies:

- the document or documentation needed to be completed during this planning stage
- whether GIS has supplied a template or a narrative guideline to help create the specific planning document
- a column for you to note if the documentation for that item is complete
- a column for you to note where the documentation for that item is stored
- and a general comments field where we have added additional notes for you to consider when collecting or preparing the needed plan documentation

Each referenced template follows this consolidated table, and clicking on the title will bring you to that template within this Toolkit document. Each narrative Guideline is referenced in the Business Growth & Continuity section of the GIS website.

We have listed the items in the order we think will be most helpful to you; however, it is more important that you satisfy each item in the plan regardless of the order of completion!

Ref #	Planning Documentation	Template Supplied?	Guideline Supplied?	Documentation Complete?	Where Stored?	Comment
1	Identify Key Employees and Backups for each critical function	Y				
2	Legal signing authority for both normal and extraordinary situations					
3	Bank records and alternative signing authority					
4	Identify regular financial transactions	Y				

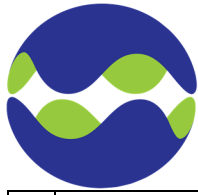


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5	Customer or Client List	Y				Can this be generated with all recommended fields from an existing system rather than creating using the template? If so, document how to generate this list. The system used to record client information and treatment, or other services might be able to print a client list without all the treatment of service information
6	Supplier Lists	Y				Can this be generated with all recommended fields from an existing system rather than creating using the template? If so, document how to generate this list.
7	Information Technology Systems	Y				If a file is kept with all information on the template, reference this file
8	Cyber Security State	Y				
9	Industry-specific regulations and reporting requirements					Identify and reference where stored
10	Normal business processes					Each role or function should have a desk manual that is reviewed and updated quarterly
11	Employee Security Training					
12	Employee Process Backup/Cross-training					Each role or function should have a backup for illness and leave; training should be refreshed quarterly
13	Identify and select personnel agencies		Y			
	Communications Plan		Y			



14						
15	Employee Loyalty		Y			