**Instructions:** Identify potential challenges you are likely to encounter in your organization as you undertake a COOP planning process.

In the Probability of Occurring column, rate the likelihood of that challenge arising.

* 1 = not likely to occur
* 2 = possibility of occurring
* 3 = likely to occur

In the How to Resolve column identify how you might resolve the most disruptive issues.

| **Issue** | **Challenge** | **Probability of Occurring** | **How to Resolve** |
| --- | --- | --- | --- |
| ***Incomplete*** | The COOP planning process is not complete. Outputs such as the COOP Plan or CONOPS do not exist or are incomplete. |  |  |
| ***Inadequate*** | The COOP Plan does not take into consideration the level of risk that the organization deems acceptable. |  |  |
| ***Impractical*** | The COOP Plan is not practical or achievable within the organization’s constraints (staffing, time, and budget, for example). |  |  |
| ***Poorly communicated*** | The COOP team has not communicated the plan to all the right people—management and technical staff remain unaware of key continuity issues. |  |  |
| ***Poorly defined policies and procedures*** | The COOP Plan and CONOPS remain unclear. Staff are unsure of their roles, responsibilities and what actions to take in case of a primary system failure. |  |  |
| ***Untested*** | The COOP Plan has not been tested thoroughly enough to provide a high level of confidence in its soundness. |  |  |
| ***Lack of coordination*** | The COOP Planning effort lacks organization and coordination. The organization has not established a planning team, or the team lacks individuals who can effectively drive the effort to completion. |  |  |
| ***Out-of-date*** | The COOP Plan hasn’t been reviewed or revised to reflect changes in the organization, its business, or technology. |  |  |
| ***Recovery thinking is incomplete*** | The organization does not adequately address how it intends to return to regular operations after a COOP Plan activation. |  |  |