# UPitt Ready

# Newsletter

## Teamwork

A Business Continuity Plan is best utilized when multiple players are involved. Talk about roles & responsibilities in meetings. The more familiar everyone becomes with the BCP, the better prepared the department will be.

When your department needs to add more information, think about adding it in as a document.

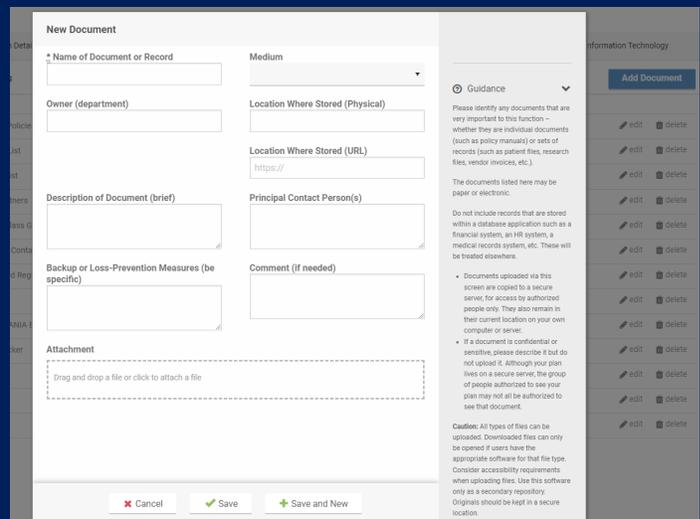A document can be a template, contact list, procedure, tracking form, manual etc..

## Tip of the Month

## Documents

For continuity planning, you will identify any documents that are very important to a particular Critical Function or the Departments overarching goals.

To add in new documents go to Key Resources - Documents - Add Document.