

OWL Ready



Tip of the Month

How Often?

How often should you update your departmental COOP? Good question! The answer varies, but it would be safe to say that updating a COOP should be done at least once a year. However, most business continuity professionals recommend updating more often. More importantly, your plan should be updated whenever:

- Key personnel change in your department
- Critical functions change
- After an event or incident where you gained valuable lessons that should be captured in your plan
- After an internal or external assessment or audit of your department



At KSU, the OwlReady portal (https://kennesaw.kuali.co/ready/users/sign_in) makes updating your plan rather easy. Some areas that may need updating “sooner-than-later” include:

- Contacts
- *Work from Home* section, under *Key Resources* – capture the many lessons learned from COVID
- *Documents* section, under *Key Resources* – great place to add just about anything that you want to have in a back up location (contact lists, schedules, etc.)

So, make sure your plan is more than words on paper by updating regularly! These updates will make your plan all the more helpful when an emergency occurs.