

- Establishment of a review cycle.

A comprehensive strategy for plan maintenance includes:

- A reference to general COOP planning requirements.
- A description of elements that ensure a viable COOP capability.
- Identification of resources required to establish each element.
- Discussion of organization-specific management and policy issues.
- A schedule for establishing COOP capability and plan approval.
- An endorsement sheet signed by the agency leader.
- The budget required to accomplish the strategy.

1. Designation of a Review Team

A team designated to oversee plan review and revision should formally undertake plan maintenance. Personnel should be selected for the review team for the same reasons as for the original planning team:

- Their knowledge of overall agency operations.
- Their expertise in specific essential functions.
- Their expertise in specific advisory areas.

The review team should meet after each exercise and on a regular basis throughout the year. Each meeting should be structured to review specific aspects of the plan and should include action items for review and revision as necessary.

2. Identifying Issues that Affect the COOP Plan

Most major issues affecting the COOP plan will result from lessons learned during exercises. Other sources of information for identifying major issues may come from:

- Presidential Directive and/or State and local ordinances or directives, as appropriate.
- Direction from agency leadership.
- Policy or mission changes.