

- Changes in technology or office systems.
- Changing customer needs.

Develop a strategy for methodically reviewing and identifying issues that could affect COOP planning or operations. Involve agency management, as necessary, for resolution of issues.

3. Establish a Review Cycle

COOP plans, policies and procedures should be reviewed at least annually. Additional reviews should be undertaken following each exercise and the testing of major systems. Issues raised in training may also trigger plan review.

4. Developing the COOP Maintenance Budget

Develop the COOP budget according to agency policies and procedures. When developing the budget be sure to consider costs related to:

- Planning team time (if required by agency).
- Plan and procedure development.
- Hazard Identification and Risk Mitigation
- Alternate Facility.
- Interoperable communications.
- TT&E.
- Logistics and administration.
- Security.
- MOUs/MOAs

D. Distributing the COOP Plan

Initial distribution of the COOP plan is usually accomplished in one of two ways:

- Providing personnel with a hardcopy.
- Distribution by electronic means.