

**WORKSHEET #4: COOP TEAM MISSION STATEMENT**

Mission Statement	
<p>This COOP team has been assigned by the [<i>executive director/general manager</i>] to direct development of a comprehensive continuity of operations capability for [<i>agency</i>]. Because of the importance of this planning effort, members of this team have been assigned from all major divisions/branches of the agency. The team is responsible for preparing a Continuity of Operations (COOP) plan, as well as for overseeing the process required to implement, validate and maintain a continuity capability.</p>	
<i>Completed by:</i> Name	<i>Date:</i>
<i>Reviewed by:</i> Name	<i>Date:</i>

This worksheet is from the National Cooperative Highway Research Program (NCHRP) Project