

Annual Review Checklist

- Plan Details
 - Department Information
 - Faculty, Staff, Students and Volunteers
 - Action Item Summary
 - Mark action items as not yet begun, in progress, needs further discussion or complete.
 - Are any completed? If yes, have they been marked completed?
 - If action items have not been completed, does the due date need to change?
 - Note: If making a change to due date please add a comment indicating its original due date.
 - Download Documents
 - Are the documents the most current, up-to-date?
 - Are there telephone numbers contained in the documents? If yes, are they correct?
 - Manage Plan Access
 - Any new users?

- Critical Function
 - Level of Criticality – Any changes?
 - Person responsible – review all and make updates.
 - Peak Periods – any new peaks to note?
 - Dependencies – any change in dependency across campus?
 - How to Cope
 - Operating procedures the same? Should any written procedures be uploaded?

- Key Resources
 - Staff Basics
 - Name and Phone numbers – Review for update.
 - Names – Review list
 - Stakeholders – Have names or numbers changed? Are there any new vendors that should be added?