

## Annual Review Checklist

- 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 Personnel
  - Name and Phone numbers – Review for update.
  - Names – Review list.
  
- Key Resources
  - Stakeholders – Have names or numbers changed? Are there any new vendors that should be added?
  
- Uploaded Documents
  - Are they the most current, up-to-date?
  - Are there telephone numbers contained in the documents? If yes, are they correct?
  
- Action Items
  - Are any completed? If yes, have they been marked completed?
  - If action items have not been completed, does the due date need to change? If yes, change the due date and add comment of why due date is being changed.