

**OMF Continuity of Operations Plan (COOP)
Cross-Functional Team**

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Bryant Enge; Betsy Ames; Mark Greinke	Celia Heron	Ad-hoc	April 16, 2012	November 2012
Project Purpose	Ensure OMF's Continuity of Operations Plan (COOP) has been evaluated and works in conjunction with other City bureaus' COOPs and their requirements for OMF services. Develop an ongoing mechanism for implementation (training, coordination) and periodic review/update of the COOP.			
Project Definition	OMF's COOP is outdated in terms of systems and business technology used; roles and positions in emergency response; and best practices. There is no plan in place to ensure continued training of appropriate OMF staff. There is also not a shared understanding or agreement among City Council and bureaus how OMF service continuation will be prioritized in the event of minor or major emergencies.			
Decision making / Scope of Authority	Level 4 – The group has authority to develop recommendations for updates to OMF's COOP. The final decision-maker for OMF's COOP and implementation plan is the CAO.			
Goals and Deliverables	<ul style="list-style-type: none"> ▪ An OMF COOP that represents a comprehensive, well-understood approach to preparation for, problem-solving and prioritization of providing and restoring essential services to City bureaus. ▪ Implementation plan including training schedule for identified OMF staff 			
Project timeline	April – July: Review and update OMF COOP July – September: Review other bureaus' COOPs October – November: Develop implementation plan			
Customers	OMF bureaus and divisions; all City bureaus and offices			
Cross-functionality of team	The team needs to include representatives of the OMF bureaus and divisions responsible for providing essential functions to OMF and the City overall – Human Resources, Technology Services, Enterprise Business Solution, CAO's Office, CityFleet, Facilities, Procurement, Risk, Financial Services			
Team members	BHR – David Rhys BTS – Logan Kleier CAO's Office – Celia Heron CityFleet – John Hunt EBS – Kevin Campbell Facilities – Bob Kieta Financial Services – Jane Kingston and Jennifer Cooperman Procurement – Christine Moody Risk – Kate Wood			