

OMF Continuity of Operations Plan (COOP)

OMF Cross-Functional Team

Quarterly Status Report March 2013

Team Sponsor(s)	Team Lead	Date of Last Report	Date of this Report
Bryant Enge; Betsy Ames; Ben Berry	Celia Heron	December 2012	March 2013
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 and periodic review/update of the COOP.		
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 (Revised)	<p>REVISED (March 2013)</p> <p>January – June 2013</p> <ul style="list-style-type: none"> – Update and confirm the information in the basic tables that comprise the key components of OMF's COOP document. – Participate in PBEM's workshop series for bureaus developing COOPs; some team members will be presenters at some of the workshops. <p>Summer 2013</p> <ul style="list-style-type: none"> – Work with PBEM and with information from other bureaus' COOPs to finalize OMF's COOP in terms of prioritization and implications for OMF's essential services. – Develop ongoing steps to ensure adequate training, communication and coordination of OMF staff vis-à-vis COOP. – Participate as appropriate in PBEM's Citywide COOP effort. 		
Team members	BHR – David Rhys BTS – Logan Kleier Business Operations – Kelly Ball CAO's Office – Celia Heron CityFleet – John Hunt EBS – Michelle Ladd Facilities – Bob Kieta Financial Services – Jane Kingston and Jennifer Cooperman Procurement – Christine Moody Risk – Kate Wood		
Other changes			
Current Status	<ul style="list-style-type: none"> – Updated Core Leadership Team and Mayor Hales on OMF's COOP work, April 15 – Continue to refine and confirm data in the COOP tables – Work with PBEM to develop its workshop series 		
Next Steps	<ul style="list-style-type: none"> – Participate in PBEM's workshop series (ETA May – June 2013) – Complete the update to the tables in OMF's COOP – Continue to work with PBEM on Citywide COOP and emergency planning. 		