**Instructions**

1. In the table on page 2, document all your **Key Organizational Tasks** in the left two columns, adding as many rows as you need. Think in terms of your weekly and monthly schedule. (This is a good activity for a team effort.)
2. Enter the **Regular Schedule** for each task.
3. Looking at the schedule of these events, determine your **Maximum Acceptable Downtime (MAD)** ranges for Priority 1, 2, and 3. MAD is the greatest length of time you can go without performing a given task. Enter your organization's priorities in the key above the table.
4. For each task in the table, enter the **MAD**.
5. **Sort the table by MAD** to get a sense of how all tasks rank organizationally.

***Recovery Strategy***

1. Start with your critical tasks, Priority 1. Determine a **Recovery Strategy** for each one and enter it in the last column. If necessary, you can add notes to the bottom of the document, or cross-reference another document for more detail.
2. Continue with essential tasks (Priority 2), and then move on to important tasks (Priority 3).
3. Step back and review your entries. What do you need to accomplish your recovery strategies? Does your staff need additional supplies or training?
4. **Save** the completed worksheets somewhere you'll be able to access them electronically, like Dropbox or Google Drive. We recommend that you also **save PDF versions**, so you can open the files on any device. **Print** several copies as well.
5. Share your Continuity of Operations Plan by Task across the organization so everyone knows the plan.

**Example**

**Maximum Acceptable Downtime (MAD)**

Priority 1: 24 hours (critical)

Priority 2: 5 business days (essential)

Priority 3: 30 calendar days (important)

| **Category** (such as Finance, HR, IT, Communications, Fundraising) | **Task Notes or Description** | **Regular Schedule** (Daily, Weekly, Monthly, etc.) | **MAD (1, 2, or 3)** | **Recovery Strategy** |
| --- | --- | --- | --- | --- |
| *Finance* | *Payroll* | *Weekly* | *2* | *Write checks until payroll system is back up.* |

Example tasks include: payroll, pay rent, pay bills, financial forecasting, pay taxes, back up data, email members, email donors.

**Maximum Acceptable Downtime (MAD)**

Priority 1:

Priority 2:

Priority 3:

| **Category** | **Task Notes or Description** | **Regular Schedule (Daily, Weekly, Monthly, etc.)** | **MAD (1, 2, or 3)** | **Recovery Strategy** |
| --- | --- | --- | --- | --- |
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