Business Continuity Plan (BCP) Reminder

Additional information: email from Ellen Abbey, Director of Auxiliary Services for Administration and Finance, May 2, 2016.
You are receiving this email because you are a Primary Continuity Planner or Division Head of the WSU Ready, Business Continuity Plan.

This is a reminder to review and update your Delegations of Authority lists. An important part of your continuity plan is identifying what special authorities exist within your department/division and identify the specific personnel authorized to conduct each authority. Then, for each authority, you should create a list of “back-up” personnel who would be delegated the ability to conduct the authority should the primary person authorized not be available during a continuity event. You should list at least two alternates to the primary authority. Be sure to pay especially close attention to identifying any authorities that are granted to only a single person within your area, as this would be a single point of failure within your plan if that person was not available.

***The Delegation of Authority section is very similar to the Orders of Succession section within your plan; however, the major difference between the two areas is this: The Delegation section focuses on identifying personnel who could assume specific capabilities/authorities, while the Succession section focuses on identifying personnel who could assume a person’s specific title.

Questions to ask yourself: Are there special authorities or capabilities that are performed by specific personnel within our division/department? If so, what are the specific authorities they conduct and who holds the capability to perform them? If one of these personnel were not available during a continuity event, have we established a line of “back-up” personnel who could perform these authorities in their absence?

Here are some examples of authorities for you to consider that might apply:

- Who can sign checks, contracts, or other legal documents?
- Who can grant travel, vacation, or extended leave authorization?
- Who can make purchases of certain amounts above and beyond normal purchase limits?
- Who can close the workplace and/or determine a delayed opening; and for what period of time?
- Who can hire and/or lay-off personnel?

Please make a note on your TTE/Plan Maintenance form so that you know when you made the update.

https://wsu.boldplanning.com/

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