

Sustainability and Continuity Plan

Organization/Project Name: _____

Date: _____

1. Purpose and Objectives

Briefly describe the purpose of the sustainability and continuity plan, including overall objectives to ensure ongoing viability and preparedness.

2. Scope

Define which teams, departments, or projects are covered by this plan.

3. Key Contacts

Name	Role	Contact Information
Jane Doe	Project Manager	jdoe@email.com 555-1234
John Smith	IT Lead	jsmith@email.com 555-5678

4. Risk Assessment and Mitigation

- List potential operational, financial, or other risks.
- Describe mitigation strategies for each risk.

5. Sustainability Strategies

- Resource allocation and optimization
- Partnership and stakeholder engagement
- Diversification of funding
- Capacity building and training

6. Continuity Actions and Triggers

Identify key triggers and continuity steps (e.g. data backup, alternate work arrangements, relocation plan):

1. Monitoring and detection of threats
2. Activation of response team
3. Execution of communication plan
4. Restoration of critical services

7. Review and Update Schedule

- Plan to review and update this document at least annually, or after any major incident/change.

8. Approval

Approved by: _____

Date: _____

Important Notes

- This plan should be accessible to all key staff and stakeholders.
- Test continuity procedures regularly through drills or simulations.

- Regularly update contact lists and critical information.
- Customize the plan to reflect the unique context and risks of your organization.