



## 30 DAY PROJECT UPDATE REPORT

<b>Project Name</b>	Continuity of Operations Plan (COOP)				<b>Report Date</b>	02/29/08	
<b>Description</b>	At the end of 2003 MnSCU began the task of developing a Continuity of Operations Plan (COOP). The initial plan was completed in 2004. Annual updates to the COOP are necessary in order to ensure it's relevance to the organization. This project will strive to bring the CCOP to a current state and to identify areas for improvement.				<b>Project Phase</b>	<b>Execution</b> – Table Top Exercise is being developed. To be held in March .	
<b>Exec. Sponsor</b>	Bev Schuft	<b>Proj. Owner</b>	Bev Schuft	<b>Proj. Mgr.</b>	Jerri Novak	<b>Proj. End Date</b>	Est. 1/31/08

	Status	Explanation		Status	Explanation
<b>Overall</b>	Y	Not all updates have been received from the COOP teams however, the table top is scheduled for March.	<b>Scope</b>	G	No major changes to scope to report.
<b>Schedule</b>	Y	Two of the COOP teams have not completed their updates. Efforts are being made to resolve this situation.	<b>Cost/Resources</b>	G	The project is currently on-track.

### Deliverable Review

Planned to Complete (Past Period)	Completed	Not Completed	Plan to Complete (Next Period)
1. Receive updates and modify COOP 2. Distribute for final review 3. <b>Milestone:</b> Plan tabletop exercise.	1. Began work on Tabletop exercise	1. Receive updates and modify COOP  2. Distribute for final review	1. Receive updates and modify COOP 2. Distribute for final review 3. Complete Table top exercise
<b>Total Planned To Complete: 0</b>	<b>Total Completed: 0</b>		

### Project Financial Summary

<b>Approved Budget</b>	\$60,000	<b>Est. Spent to date</b>	\$30,240	<b>Budget Balance</b>	\$27,960	<b>Incr. Budget Req.</b>	
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### Request for Help to Solve the Key Project Risks