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| Part 4 – Act Resource B  Business Continuity Action Plan Template |
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| Version 2.0, 17 April 2023 |



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| Classification: Official |
| Publication approval reference: PR1254 |

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| **Action Ref** | **Source** | **Issue/Lesson** | **Action Required** | **Due Date** | **Owner** | | **Status** | **Additional Information** | **Progress/ Notes** |
| Reference of action for use in meetings | Where the action came from e.g.  Exercise, Review etc | Confirm if there are any issues/lessons as a result of this action. | The actual action(s) required | Date due by | Who is the owner of the action, ideally a named individual or post | The current status – usually Red/Amber/Green – although open, closed could be used | | Any additional points in relation to the action to be added here. | Provide update on the action in terms of progress here. |
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Status descriptor placed here.