

Part 4 – Act Resource B Business Continuity Action Plan Template

Version 2.0, 17 April 2023

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.

Status descriptor placed here.