



Newsletter

Priorities set the course of direction for an organization and the teams that carry them out. When developing organizational priorities:

The most important trait in developing priorities is the ability to communicate.

- Ensure your guidance is clear, concise, and available to everyone on your team.
- Don't develop your priorities in a vacuum. Engage necessary personnel.
- Identify the gaps in your plan and prioritize the effort to fill them in.

During this process you may identify needed steps to help develop a culture of preparedness.

These steps are called Action Items. This is a list to make your unit more prepared.

Creating an Action Item is a helpful tool that will let you assign a due date and link this Action Item with a Critical Function.

How do you know if your priorities are working for your organization? Conduct quarterly reviews using your department's UPitt Ready plan to assess your Critical Functions.

Tip of the Month



When creating an Action Item, you have the availability to assign the item a due date. This will help keep the list manageable and attainable.

Some of your Action Items may be beyond the scope of your unit to perform. That's OK, use them to start a conversation with colleagues.

Examples:

- Create and distribute contact list
- Update disaster response
- Cross train staff

The screenshot shows a 'New Action Item' form with the following fields and options:

- * Action Item:** A large text input field.
- Critical Function:** A dropdown menu with the option 'Not part of a Critica...'.
- Cost:** A dropdown menu with the option 'Please select...'.
- Cost Frequency:** A dropdown menu with the option 'Please select...'.
- Assigned To:** A search input field with the placeholder 'Enter a name or email to search' and a plus sign icon.
- Due Date:** A date picker input field with a calendar icon.
- Within Whose Scope:** A dropdown menu with the option 'Please select...'.
- Status:** A dropdown menu with the option 'Please select...'.
- Details:** A section at the bottom with a large text input field.

UPitt Ready: <https://pitt.kuali.co/ready/>
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