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.

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

UPitt Ready: https://pitt.kuali.co/ready/
Charlyn J. Loera - Business Continuity Coordinator
Email: cjl124@pitt.edu