



Plan Information

Revision History

| Date | Revision | Change by | Revision # |
|----------|---------------------------------|-------------|------------|
| 03/22/18 | Document Creation w. cover page | Lori Gorman | V1 |
| 4/11/22 | Update BCIC access instructions | Lori Gorman | V2 |

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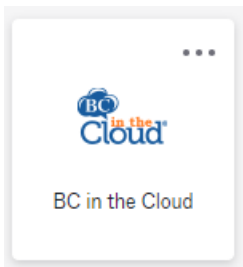
Summary

The Plan Info tab details generic information related to plan information, ownership, plan updates status. This tab is updated by the COOP Coordinators to include the related plan owner, Continuity Coordinators, Location, and Business Entity(s). The plan updates section includes auto generated fields such as the update frequency (365 days), when the last approval occurred, and then the Next Updates are scheduled to occur.

Log into BCIC and Access your Plan

Step 1. Log into the tool.

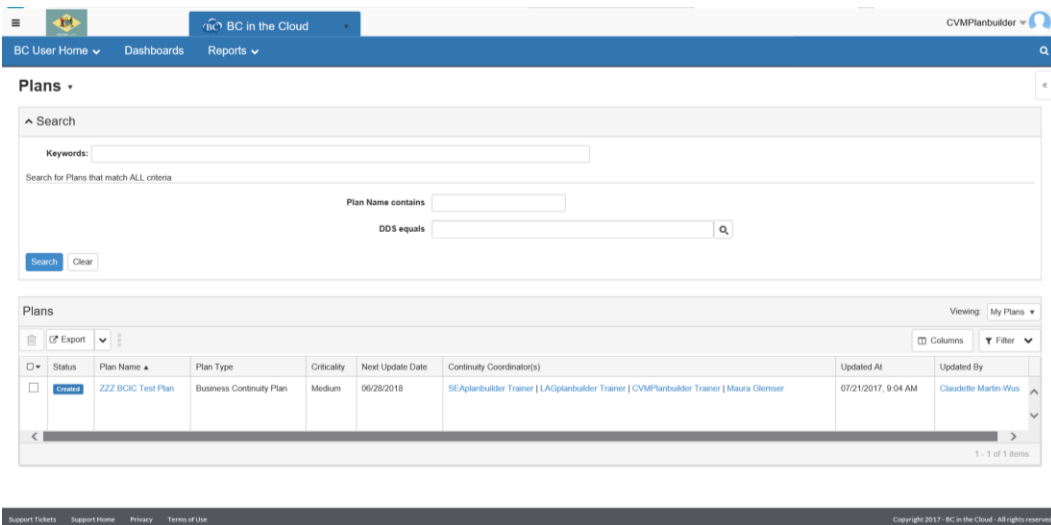
This application has been added to Delaware's SSO platform. Log into <https://ID.Delaware.gov> using your normal network credentials. Select the BCIC tile pictured below.



Step 2. Locate the Plan to be updated.

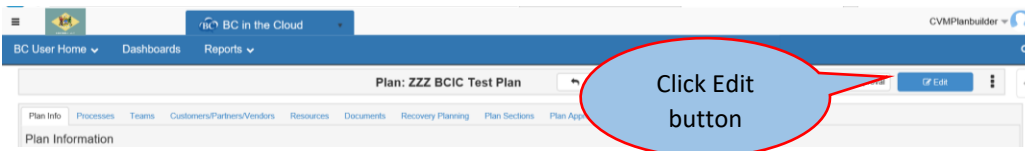
The screenshot shows the BC in the Cloud user interface. On the left, a navigation menu is open, listing 'BIA', 'Plans', 'Processes', 'Employees', 'Process Teams', and 'To-Dos'. A red arrow points from the 'Plans' menu item to a callout box. The callout box contains the text: "Go to the plan tab or select Manage Plans." Below the callout box, another red arrow points to the 'Manage Plans' option in the main navigation area. The main content area is titled 'My Planning Items' and contains two sections: 'My Processes' and 'My To-Dos'. Both sections have a 'Columns' button and a 'Filter' dropdown. The 'My Processes' section has a table with columns: 'Process Status', 'Process', 'Process Creator', 'Requested RTO', 'Updated At', and 'Updated By'. The 'My To-Dos' section has a table with columns: 'Status Summary', 'To-Do Summary', 'Workflow Actions', and 'Task Link'. Both tables currently display 'No records to display.'

Step 3. Select the Plan you wish to update by clicking on the plan name.



Updating Plan Info Tab

Step 1. Click Edit button on Plan Info Tab



Update the following:


- Plan Owner
- Continuity Coordinator(s)
- Location
- Floor Number
- Update Frequency (days) – enter 365



*Note: Next Update Date will update automatically

test Cancel Save




Plan Info Documents

Plan Information


Plan ID PLAN00225
 Plan Name test
 DDS 11-02-01 
 Workflow Status Approved

Status Approved
 Plan Type Business Continuity Plan
 Business Entity /DTI-Department of Technology and Information 
 BIA test 

Organization

Plan Owner Lori Gorman 
 Continuity Coordinator(s) LAGprocessbuilder Trainer 
 Location 
 Floor Number

Plan Updates

Last Approval Date 01/31/2018
 Update Frequency (days) 365 
 Range from 1 to 365
 Next Update Date 01/31/2019

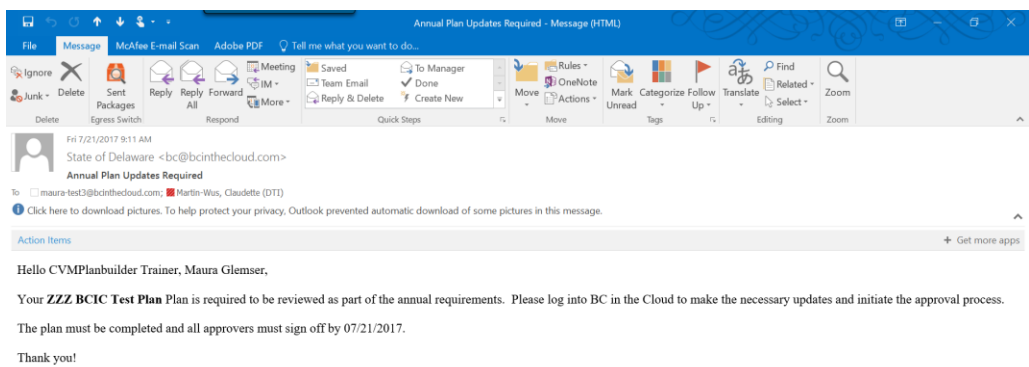
Click Magnifying glass

Click Magnifying glass

Enter Floor Number

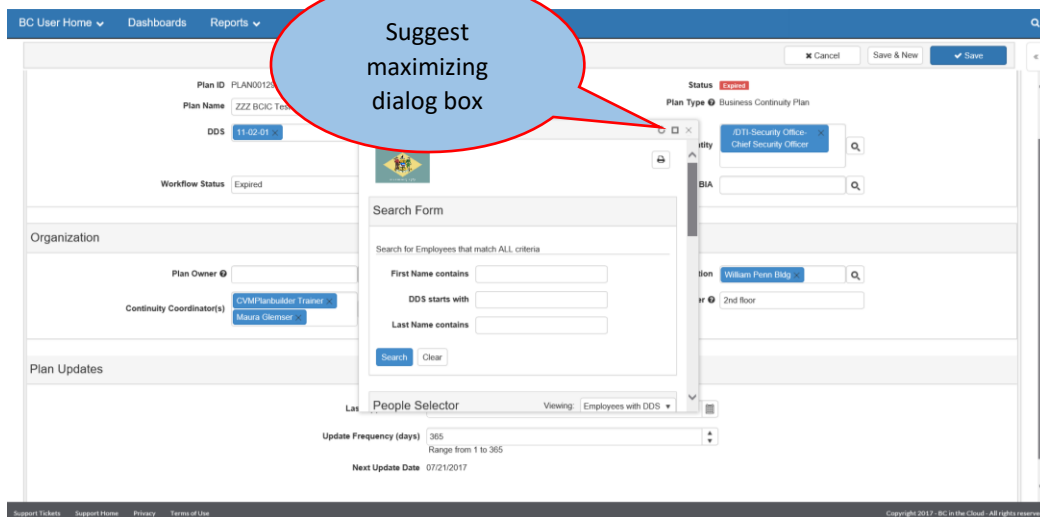
Enter 365

*Note: All Continuity Coordinators assigned to the plan will receive an expiration email if the plan is not updated and approved prior to the expiration date.



Plan Owner Assignment Steps

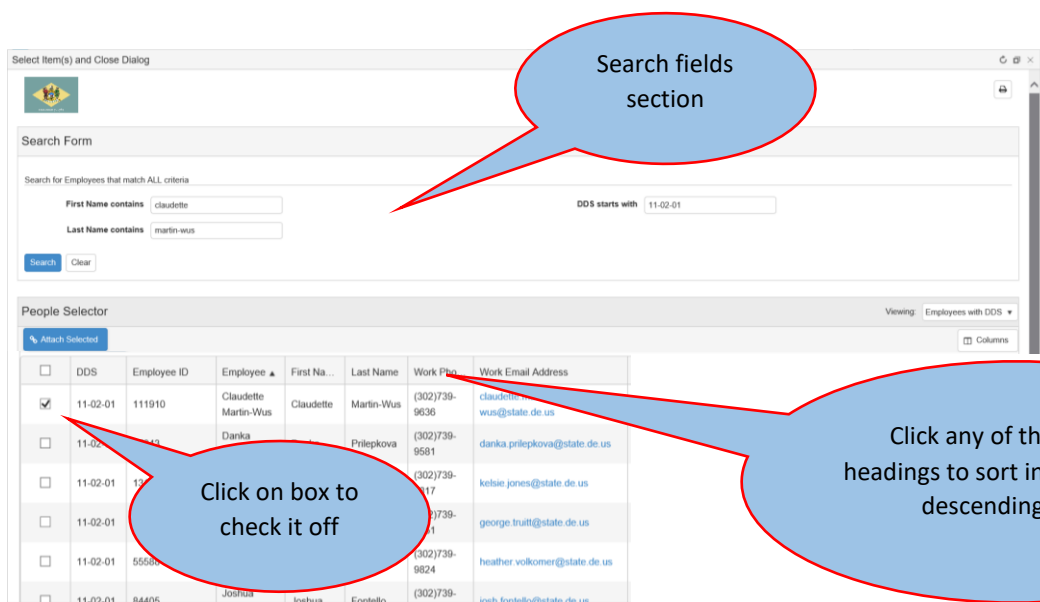
Step 1. Click the magnifying glass next to Plan Owner field



Step 2. Enter a combination of search criteria, sort, or scroll to find the Plan Owner name

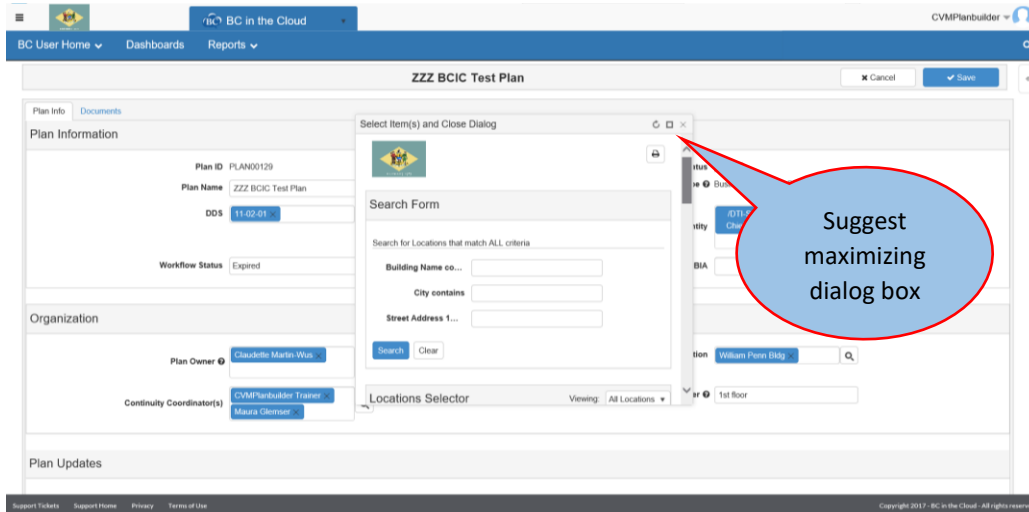
Step 3. Click the checkbox next to the correct name

Step 4. Click the Attach Selected button



Location Assignment Steps

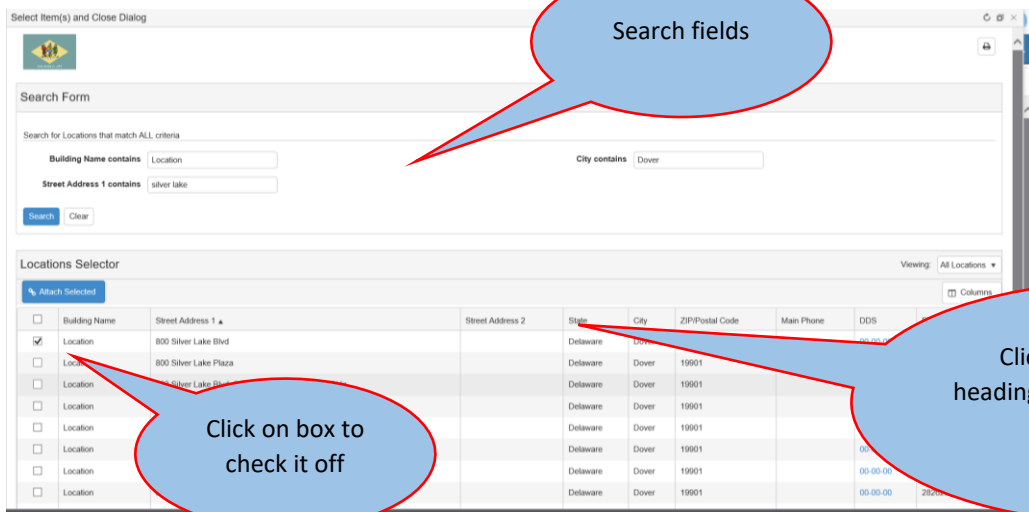
Step 1. Click the magnifying glass next to the Location field



Step 2. Enter any combination of search criteria, sort, or scroll to find the desired location

Step 3. Click the checkbox next to the correct record

Step 4. Click the Attach Selected button



*Note: Building names not assigned in the tool will show as "Location" or with the address

Step 5. Click Save

