



## **Plan Sections, Publish Plan and Version History**

## Revision History

<b>Date</b>	<b>Revision</b>	<b>Change by</b>	<b>Revision #</b>
7/17/17	Document Creation	Sandra Alexander	V1
4/11/22	BCIC access information	Lori Gorman	V2

**TABLE OF CONTENTS**

[Contents](#)

**Summary**..... 4

**Accessing the Recovery Planning Tab**..... 4

**Alternate Facility Section** ..... 5

**Delegation of Authority/Orders of Succession** ..... **Error! Bookmark not defined.**

**MOU's:**..... **Error! Bookmark not defined.**

**Call Trees:** ..... **Error! Bookmark not defined.**

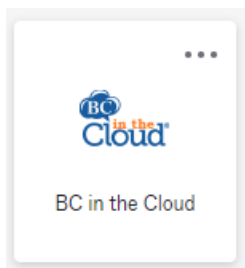
## Summary

The plan sections tab is where you have the ability to change the verbiage that is included with your printed plan. This information may or may not apply to your organization and can be customized for your particular plan in this area. You may have also noticed that you have the ability to add the mission statement of your organization to this area of the plan.

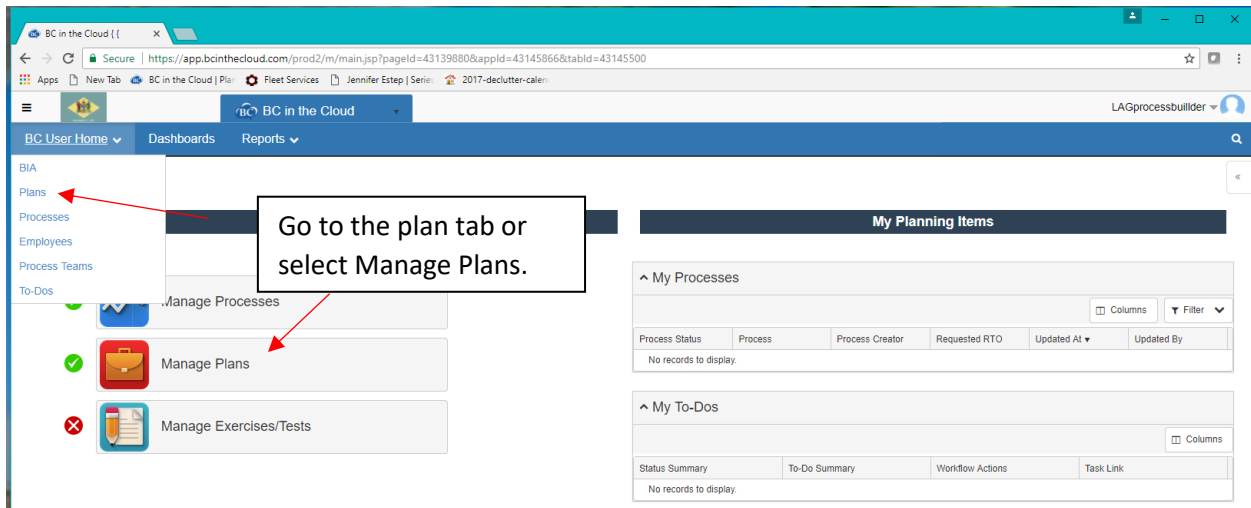
## Accessing the Plan Sections Tab

### 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



### Step 3. Select the Plan you wish to update

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

Plans

Search

Keywords:

Search for Plans that match ALL criteria

Business Entity is one of

DDS equals

Plan Name contains

Search Clear

Plans

Viewing: All Plans

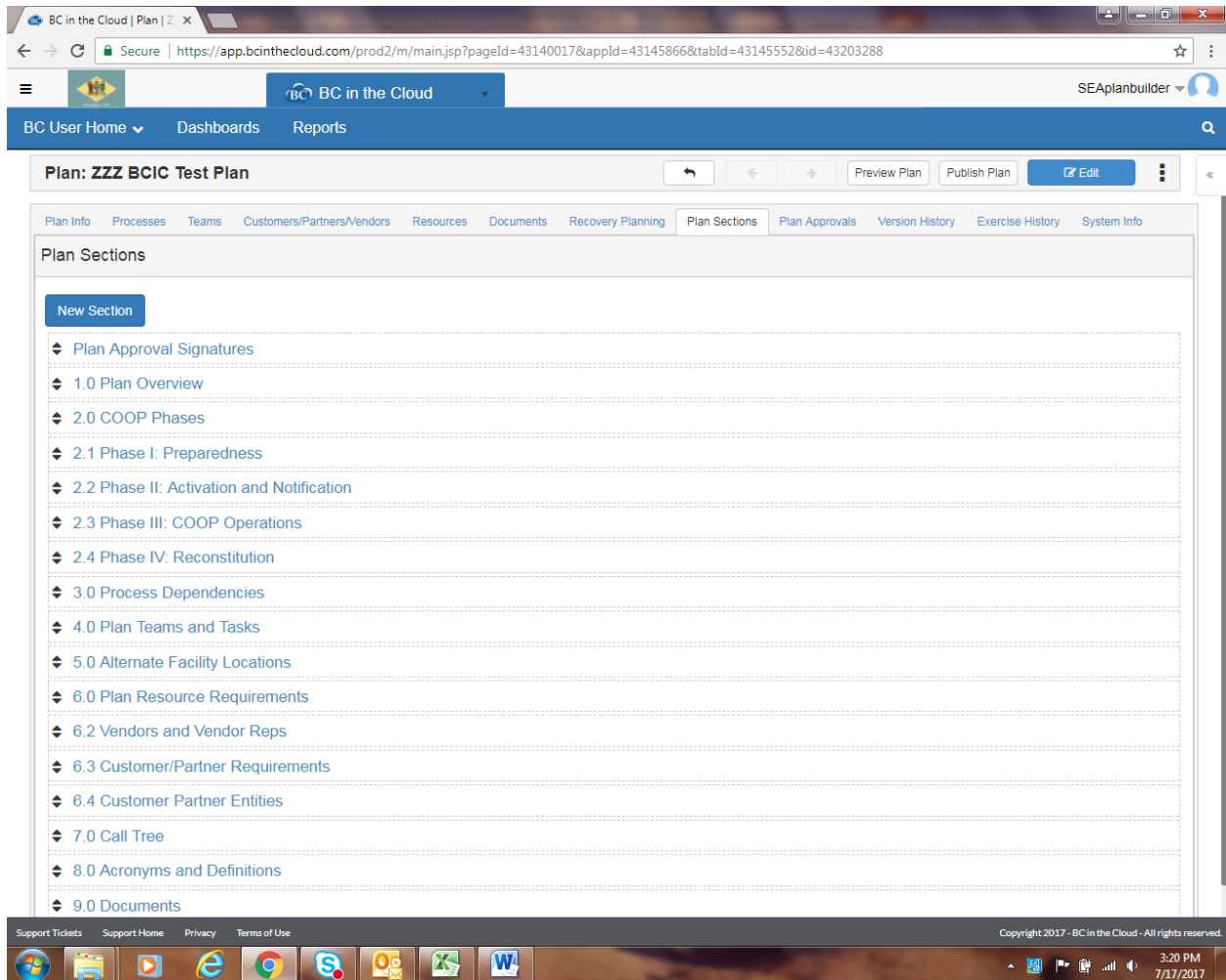
Columns Filter

Status	Plan Name	Business Entity	Next Update Date	Continuity Coordinator(s)	Updated At	Updated By	count attach
Created	Industrial Affairs Department Plan	09-00-00		Office-Chief Security Officer	06/16/2017, 10:47 AM	LAGprocessbuilder Trainer	13
Created	Office of Human Relations Plan	00-00-00			05/25/2017, 11:15 AM	SoD Prod 1 Admin 1	0
Created	OMB Office of Management and Budget	00-00-00			05/25/2017, 11:16 AM	SoD Prod 1 Admin 1	0
Created	ZZZ Continuity of Operations Test Plan	11-02-01	/DTI-Security Office-Chief Security Officer	06/28/2018	06/29/2017, 9:34 AM	SEApianbuilder Trainer   LAGpianbuilder Trainer   Maura Glemser   LAGprocessbuilder Trainer	9
Expired	ZZZ MG COOP Plan	11-02-01	/DTI-Security Office-Chief Security Officer	06/25/2017	06/25/2017, 8:58 AM	Maura Glemser	0
Created	ZZZ SOD Test Plan	11-02-01	/DTI-Security Office-Chief Security Officer	02/27/2018	06/29/2017, 8:21 AM	HLVPlanbuilder Trainer   SEApianbuilder Trainer   LAGpianbuilder Trainer   CVMPlanbuilder Trainer	2

1 - 7 of 7 items

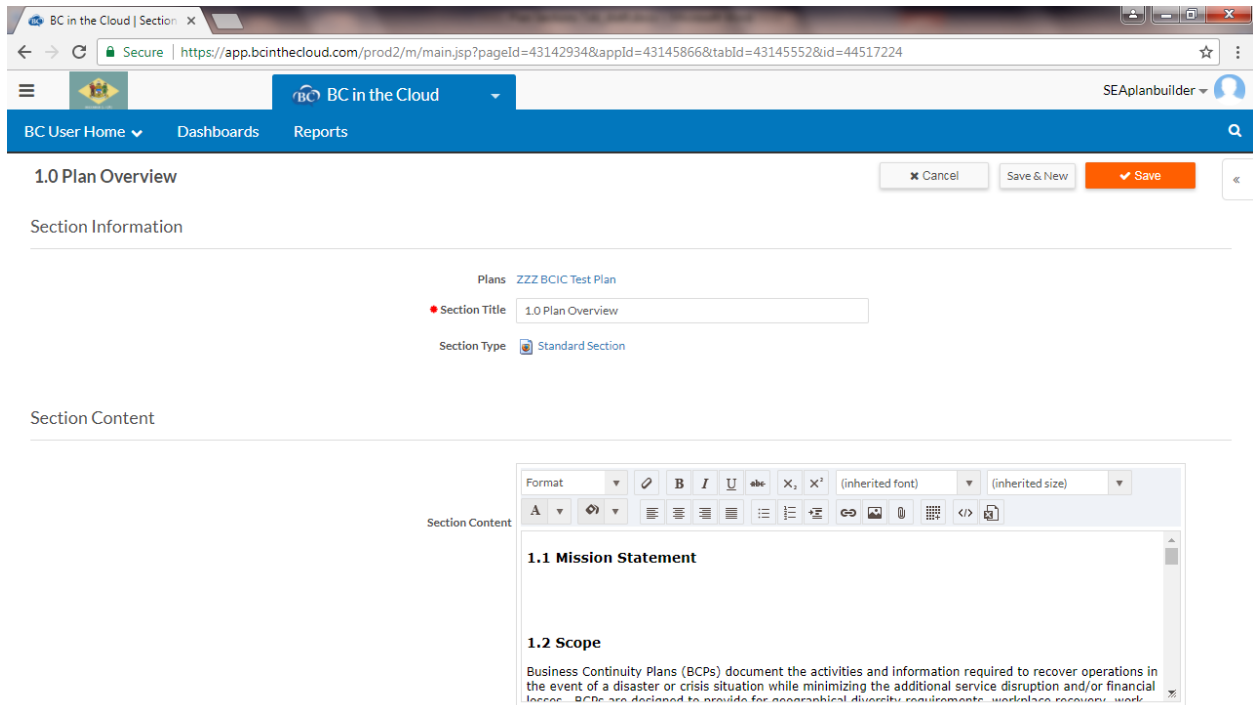
**Step 4. Go to the Plan Sections tab**

## Plan Sections



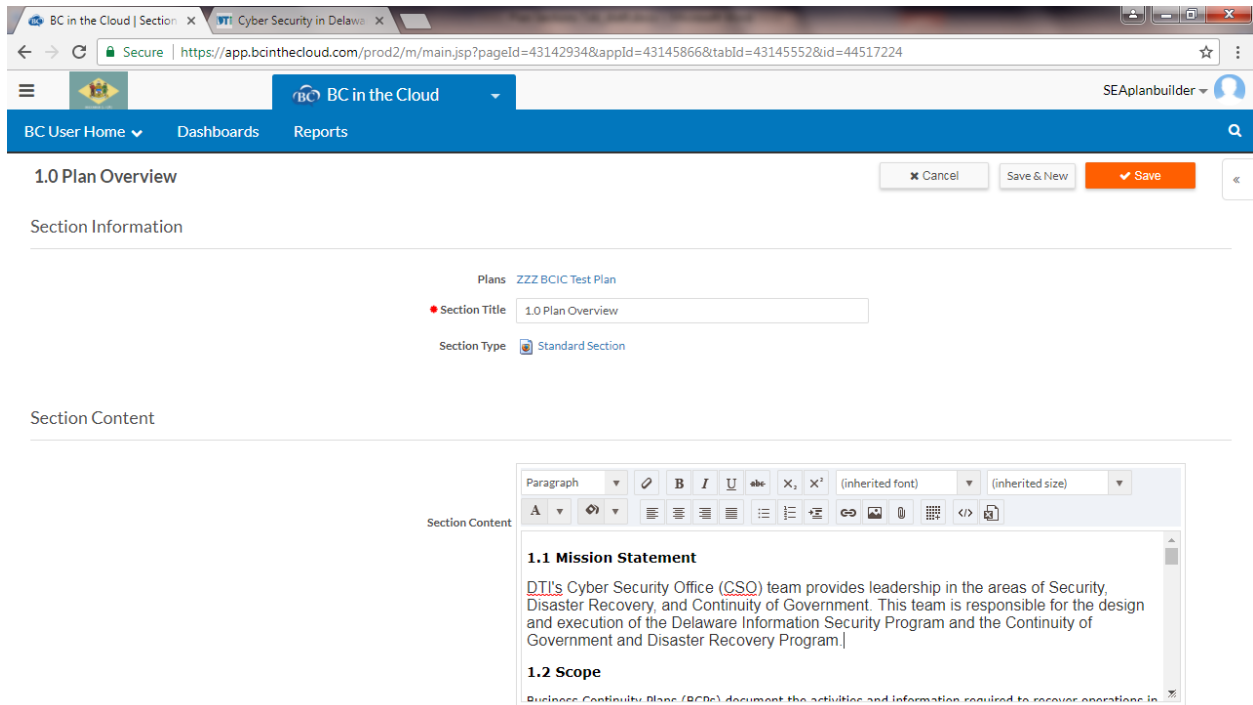
- The verbiage in plan sections 1.0 through 2.4 can be edited, as applicable for your organization.
- The first item that needs to be done is to enter in your specific mission statement. This is located in 1.0 Plan Overview.
  - Click on the Plan Overview link

- To enter the Mission Statement or make any other changes to the plan overview, click Edit



- Type or copy and paste your mission underneath the section 1.1 Mission Statement.
- You will need to highlight the copied mission statement and find the (inherited font) and (inherited size) options to ensure that this prints like the other verbiage in the printed plan.



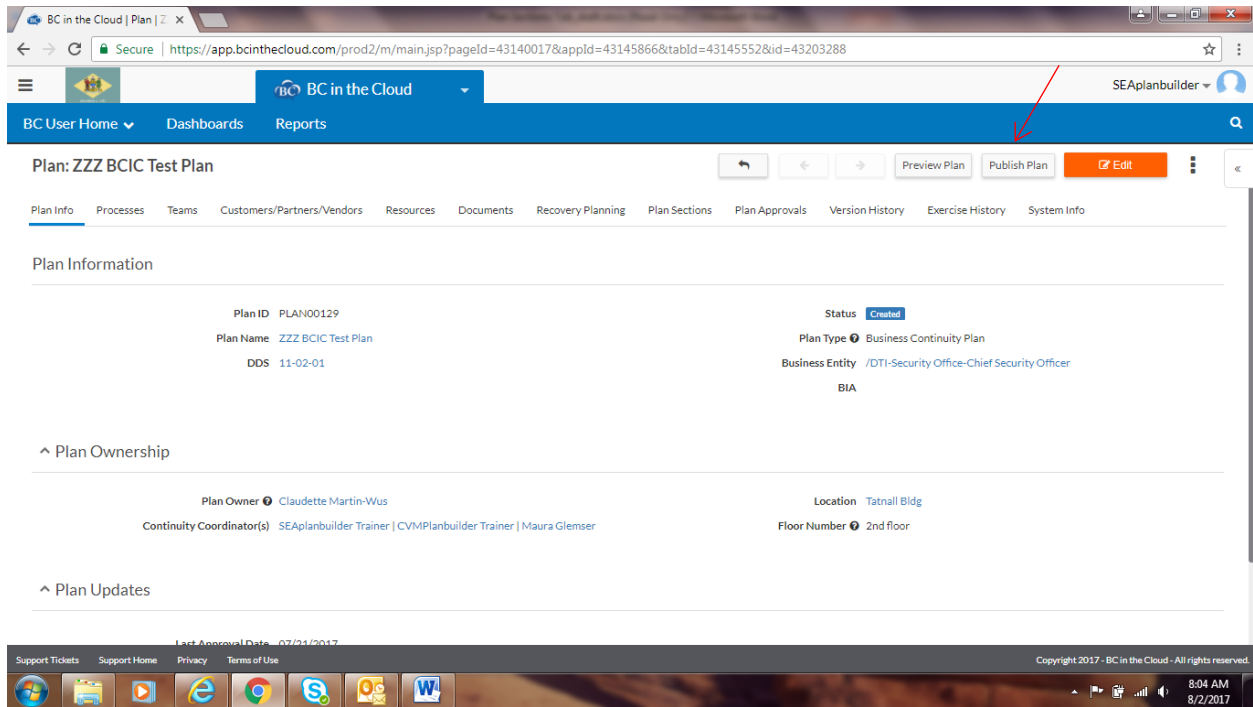


- Make any other changes as necessary to the Scope, Objectives, etc.
- Click Save.
- Click the back arrow to go back to the plan sections tab.

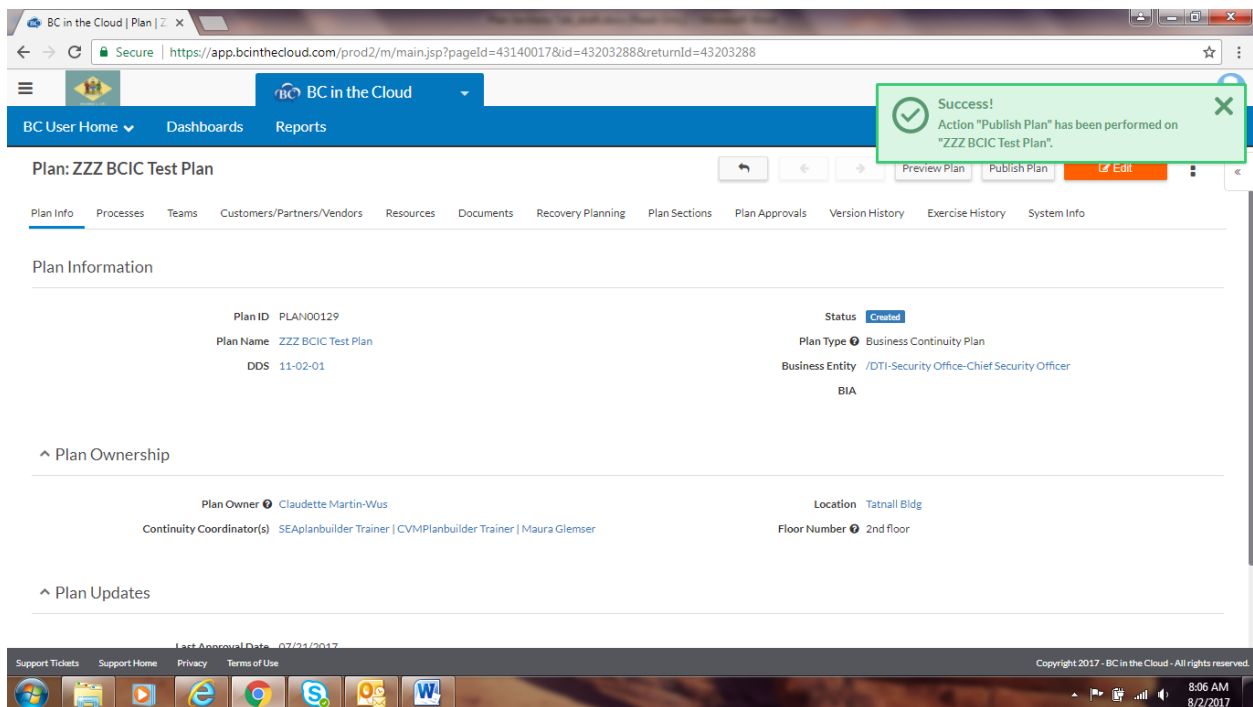
## Publishing the Plan

You have the ability to publish the plan at any time, if you want confirm the changes that you have made.

- Click the Publish Plan button near the top of the screen.



- You will see the screen flash slightly and you will see the green success pop-up when it has completed.



- To view the published plan click on the Version History tab

The screenshot shows the 'Plan Versions' section of the BC in the Cloud interface. The table lists various versions of the test plan, including their version numbers, document names, DDS, update dates, and the users who updated them.

Version	Plan Document	DDS	Updated At	Updated By
134	ZZZBCICTestPlan.pdf (2409 KB)	11-02-01	08/02/2017, 8:06 AM	SEApplanbuilder Trainer
133	ZZZBCICTestPlan.pdf (2409 KB)	11-02-01	08/01/2017, 2:55 PM	SEApplanbuilder Trainer
132	ZZZBCICTestPlan.pdf (2409 KB)	11-02-01	08/01/2017, 2:53 PM	SEApplanbuilder Trainer
131	ZZZBCICTestPlan.pdf (1983 KB)	00-00-00	08/01/2017, 12:09 PM	SoD Prod 3 Admin 3
130	ZZZBCICTestPlan.pdf (2076 KB)	11-02-01	07/25/2017, 12:11 PM	Maura Glemser
129	ZZZBCICTestPlan.pdf (2076 KB)	11-02-01	07/25/2017, 12:09 PM	Maura Glemser
128	ZZZBCICTestPlan.pdf (2082 KB)	00-00-00	07/25/2017, 12:07 PM	SoD Prod 1 Admin 1
127	ZZZContinuityofOperationsTestPlan.pdf (2022 KB)	00-00-00	07/13/2017, 4:42 PM	SoD Prod 1 Admin 1
126	ZZZContinuityofOperationsTestPlan.pdf (2025 KB)	00-00-00	07/13/2017, 3:51 PM	Lori Gorman
125	ZZZContinuityofOperationsTestPlan.pdf (2025 KB)	00-00-00	07/13/2017, 11:13 AM	SoD Prod 1 Admin 1

- Click on the most recent plan with the current date.
- The plan comes up in a new window, where you have the option to download and save to your computer, print or review the plan in your browser.
- As you scroll down to the next page you can click on an item in the Table of Contents and it will take you to that page.
- Close the browser window when you are finished.

## Removing previous copies of the plan

- Select the copies you would like to delete by clicking in the box to the left of the plan name.
  - If you would like to delete the entire page, click the box at the top of the column and check This Page, Select All.

BC in the Cloud | Plan | Z

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BC User Home Dashboards Reports

### Plan: ZZZ BCIC Test Plan

Preview Plan Publish Plan Edit

Version	Plan Document	DDS	Updated At	Updated By
Target	ZZZContinuityofOperationsTestPlan.pdf (828 KB)	00-00-00	05/24/2017, 9:56 PM	SoD Prod 1 Admin 1
All pages	ZZZContinuityofOperationsTestPlan.pdf (825 KB)	00-00-00	05/24/2017, 9:47 PM	SoD Prod 1 Admin 1
This page	ZZZContinuityofOperationsTestPlan.pdf (824 KB)	00-00-00	05/24/2017, 9:46 PM	SoD Prod 1 Admin 1
Select	ZZZContinuityofOperationsTestPlan.pdf (824 KB)	00-00-00	05/24/2017, 9:42 PM	SoD Prod 1 Admin 1
All	ZZZContinuityofOperationsTestPlan.pdf (721 KB)	11-02-01	05/24/2017, 8:18 PM	LAGplanbuilder Trainer
Deselect All	ZZZContinuityofOperationsTestPlan.pdf (718 KB)	11-02-01	05/24/2017, 2:46 PM	LAGplanbuilder Trainer
8	ZZZContinuityofOperationsTestPlan.pdf (711 KB)	11-02-01	05/24/2017, 2:25 PM	LAGplanbuilder Trainer
7	ZZZContinuityofOperationsTestPlan.pdf (725 KB)	11-02-01	05/24/2017, 10:35 AM	LAGplanbuilder Trainer
6	ZZZContinuityofOperationsTestPlan.pdf (818 KB)	00-00-00	05/23/2017, 1:22 PM	SoD Prod 1 Admin 1
5	ZZZContinuityofOperationsTestPlan.pdf (700 KB)	00-00-00	05/23/2017, 1:18 PM	SoD Prod 1 Admin 1
4	ZZZContinuityofOperationsTestPlan.pdf (697 KB)	00-00-00	05/23/2017, 1:13 PM	SoD Prod 1 Admin 1
3	ZZZContinuityofOperationsTestPlan.pdf (501 KB)	11-02-01	05/19/2017, 3:49 PM	SEApplanbuilder Trainer
2	ContinuityofOperationsTestPlan.pdf (564 KB)	00-00-00	04/26/2017, 1:55 PM	Heather Volkomer
1	ContinuityofOperationsTestPlan.pdf (498 KB)	00-00-00	04/12/2017, 4:10 PM	Heather Volkomer

Page 7 of 7 14 selected 121 - 134 of 134 items

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BC User Home Dashboards Reports

### Plan: ZZZ BCIC Test Plan

Preview Plan Publish Plan Edit

Plan versions

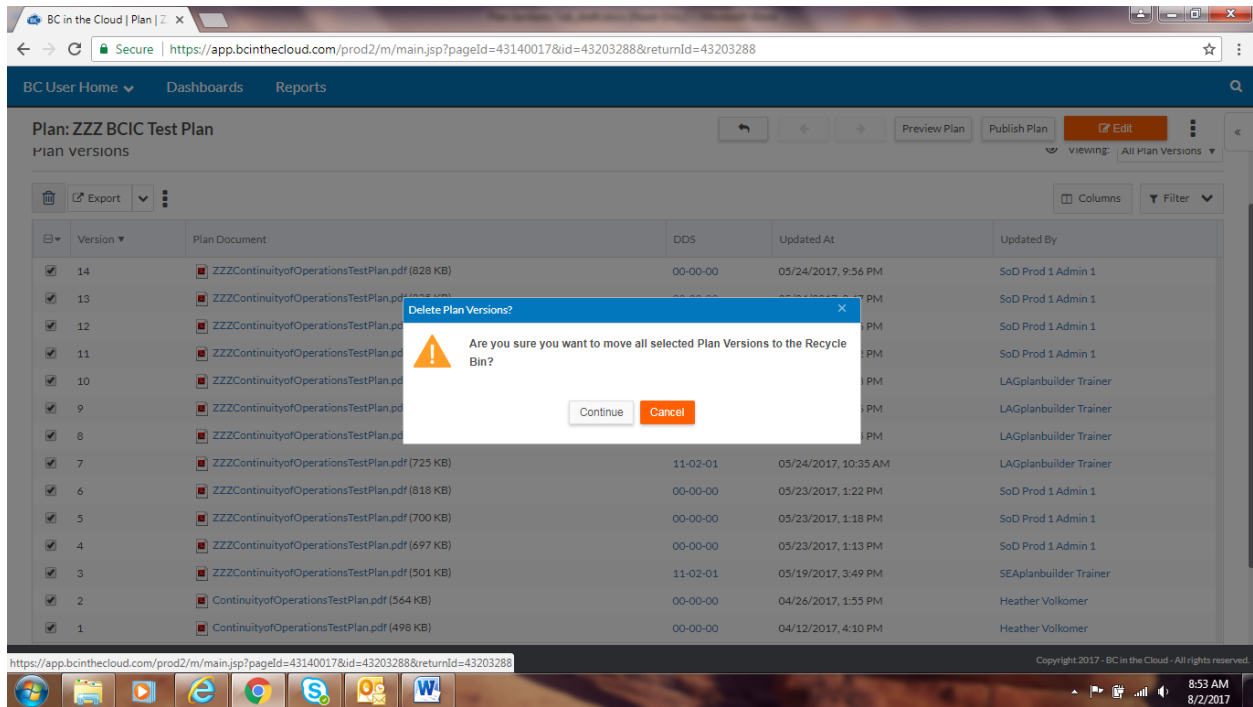
Export Columns Filter

Version	Plan Document	DDS	Updated At	Updated By
14	ZZZContinuityofOperationsTestPlan.pdf (828 KB)	00-00-00	05/24/2017, 9:56 PM	SoD Prod 1 Admin 1
13	ZZZContinuityofOperationsTestPlan.pdf (825 KB)	00-00-00	05/24/2017, 9:47 PM	SoD Prod 1 Admin 1
12	ZZZContinuityofOperationsTestPlan.pdf (824 KB)	00-00-00	05/24/2017, 9:46 PM	SoD Prod 1 Admin 1
11	ZZZContinuityofOperationsTestPlan.pdf (824 KB)	00-00-00	05/24/2017, 9:42 PM	SoD Prod 1 Admin 1
10	ZZZContinuityofOperationsTestPlan.pdf (721 KB)	11-02-01	05/24/2017, 8:18 PM	LAGplanbuilder Trainer
9	ZZZContinuityofOperationsTestPlan.pdf (718 KB)	11-02-01	05/24/2017, 2:46 PM	LAGplanbuilder Trainer
8	ZZZContinuityofOperationsTestPlan.pdf (711 KB)	11-02-01	05/24/2017, 2:25 PM	LAGplanbuilder Trainer
7	ZZZContinuityofOperationsTestPlan.pdf (725 KB)	11-02-01	05/24/2017, 10:35 AM	LAGplanbuilder Trainer
6	ZZZContinuityofOperationsTestPlan.pdf (818 KB)	00-00-00	05/23/2017, 1:22 PM	SoD Prod 1 Admin 1
5	ZZZContinuityofOperationsTestPlan.pdf (700 KB)	00-00-00	05/23/2017, 1:18 PM	SoD Prod 1 Admin 1
4	ZZZContinuityofOperationsTestPlan.pdf (697 KB)	00-00-00	05/23/2017, 1:13 PM	SoD Prod 1 Admin 1
3	ZZZContinuityofOperationsTestPlan.pdf (501 KB)	11-02-01	05/19/2017, 3:49 PM	SEApplanbuilder Trainer
2	ContinuityofOperationsTestPlan.pdf (564 KB)	00-00-00	04/26/2017, 1:55 PM	Heather Volkomer
1	ContinuityofOperationsTestPlan.pdf (498 KB)	00-00-00	04/12/2017, 4:10 PM	Heather Volkomer

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- Click the trash can near the top of the page.



- Click Continue to move the selected plans to the Recycle Bin.

## Previewing the Plan

You have the ability to preview the plan and review any changes that you made to the plan without publishing the plan.

- Click the Preview Plan button near the top of the screen.

Plan: ZZZ BCIC Test Plan

Click + Alternate Locations to link an Alternate Facility to your Plan.

Actions	Building Name	Address	Relocating Business Entities	Plans
	Carvel State Office Bldg	820 N. French St., Wilmington, Delaware	/DTI-Operations Office-Chief Operating Officer	ZZZ BCIC Test Plan
	William Penn Bldg	801 Silver Lake Plaza., Dover, Delaware 19903		ZZZ BCIC Test Plan


1 - 2 of 2 items

Delegation of Authority/ Orders of Succession

Actions	Succession/Delegation Team Name	Position Holding Authority	Delegation to Position (Alternate)	Delegation to Position (Tertiary)	Additional Delegation	Position has Authority / Limitation	Triggering Conditions

Back to Plan

ZZZ BCIC Test Plan



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- Scroll down to review any changes to the plan.
- You have all of the same functionality in this view as you do with publishing the plan.

**\*Note: Be mindful when choosing this functionality that the most up to date plan will only be generated after you publish the plan.**

- Click Back to Plan to return to the plan for other updates.