

From: [Mark Heath](#)
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Good Afternoon:

As the Memphis Ready BCP Planning Software Rollout is moving forward, here are a few reminders and tips to aid in the process:

- To attach a document in the system:
 - Navigate to the **Key Resources** tab;
 - Click on the **Documents** link;
 - Click on the blue **Add Document** button and complete the section.
- You can also attach documents while working in the **Critical Functions** tab.
- Reach out to your ITS LSP, if needed, to complete the **Information Technologies** tab. Sections under “Workstations” and “How to Restart” are mostly filled out to the University's centralized Information Technology Services.
- When adding users to the system, use the first name and last name and UUID as referenced in the University email system – do not use vanity email addresses. The BCP team is happy to add users as needed. Email us at bcp_planning@memphis.edu with the plan name, employee name, and UUID.
- These emails are being archived and can be found on the Memphis Ready [website](#) along with additional planning tools and information.
- **The due date for all plans is April 2, 2021.**

Thank you.

BCP Planning Team