



**Scoring Matrix: Readiness Plan**

	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<p>No description submitted – ineligible</p>	<p>Minimal or irrelevant content</p> <p>Demonstrates lack of understanding readiness/business continuity</p> <p>Does not address all of the organization’s critical functions</p> <p>Relies upon an institutional plan with no detail</p> <p>Plan is clearly out of date</p> <p>Plan lacks broad distribution</p>	<p>Content is vague/generic</p> <p>Plan is solely a document</p> <p>Addresses one or two critical functions</p> <p>Heavily relies on an institutional plan without applicant-specific detail</p> <p>Limited distribution, use and update of plan</p>	<p>Content addresses specifics of the applicant</p> <p>Multiple individuals involved</p> <p>Refers to regular updates</p> <p>Addresses multiple critical functions</p> <p>Institutional plan (if applicable) indicates some attention to applicant’s needs</p>	<p>Strong understanding of readiness/business continuity is shown</p> <p>Plan and responsibilities are known to key individuals</p> <p>Training/drilling included</p> <p>Addresses most critical functions</p> <p>Solid connection between institutional plan (if applicable) and applicant’s critical functions</p>	<p>Plan is totally specific to applicant’s critical functions</p> <p>Plan involves all of the key individuals</p> <p>Plan’s processes, training/drilling and documentation are clear and current</p> <p>Demonstrates clear understanding of and application of readiness/business continuity principles</p> <p>Applicant’s plan is integrated with larger institutional plan (if applicable) and vice versa</p>