

# **Continuity of Operations (COOP) Multi-Year Strategy and Program Management Plan Template**

Organization's Name,  
Address, and Logo here

## **OVERVIEW**

This template provides a structure for formulating a Continuity of Operations (COOP) Multi-Year Strategic Program Management Plan (MYSPMP). This template is designed to accompany the *COOP MYSPMP Template Instructions*, which consists of general guidance and sample language for reference. Organizations are encouraged to tailor COOP MYSPMP Plan development to meet their own needs and requirements. The instructions for the template can be downloaded at the Federal Emergency Management Agency (FEMA) Office of National Security Coordination (ONSC) website at the following address: [www.fema.gov/onsc/](http://www.fema.gov/onsc/)

Questions concerning this template can be directed to:

Office of National Security Coordination  
Plans Division, Special Programs Branch  
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**I. EXECUTIVE SUMMARY**

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**II. INTRODUCTION**

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**III. PURPOSE**

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**IV. AUTHORITIES AND REFERENCES**

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**V. PROGRAM MANAGEMENT AND RESPONSIBILITIES**

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**VI. SUMMARY OF STRATEGIC PLANNING OBJECTIVES**

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**VII. ESSENTIAL FUNCTIONS**

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**VIII. PERFORMANCE MEASURES AND ENABLING TASKS**

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**IX. EXTERNAL FACTORS**

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**X. COOP PROGRAM RESOURCE REQUIREMENTS**

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**XI. MYSPMP MAINTENANCE**

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**ANNEXES**

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