

Pandemic Planning

Function Analysis for: _____

Date Completed: _____

Functional Authority: _____

Back-up to functional authority: (1) _____ (2) _____

	For Functional Area - list tasks that must be completed within each time frame	List names of individual ordinarily responsible	List names of 1st and 2nd back-up for each task	Contact information for 1st and 2nd back-up	Identify training / development needs for 1st and 2nd back-up
Daily					
Weekly					
Monthly					
Periodically					

Pandemic Planning

Function Analysis for: _____
 Date Completed: _____
 Completed by: _____

	Task list from page 1	List sources (people and/or electronic or paper documents) of information required to complete task (1)	Identify impact if information is not available	List destination of information resulting from task completion	
Daily					
Weekly					
Monthly					
Periodically					

* If information is provided by another functional area, a copy of this page must be provided to that functional area.