

Continuity of Operations  
Interdependencies Worksheet  
Tutorial

9-24-13

# WHY IDENTIFY INTERDEPENDENCIES?

- Governor's Directive 13-02.
- Other state agencies may not realize your agency relies on them to perform critical tasks or support critical systems.
- Interdependencies should be discussed **BEFORE** a disaster, not when we are picking up the pieces.

# Process

- Create tool
- Test tool

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- Train iCOOP Committee
- Release worksheets to agencies
- Agencies complete worksheets
- Agencies submit final products to iCOOP Interdependencies Workgroup
- iCOOP Interdependencies Workgroup analyzes information collected and creates interdependency map
- Results presented at iCOOP committee meeting for further discussion and recommendations.

# What you need to know

- Engage those who know and understand the essential functions.
- Write in plain talk so the other agency (and those who succeed you) understand what you are trying to say. Tell the story.
- Have the discussion about whether this is still an essential function!
- Use the iCOOP website as a tool – frequently asked questions, technical assistance calls, and more are available to help you!

### COOP Interdependency Tool

**Agency: Department of Enterprise Services**

**State EF Number: See note**

**Essential Function: Warrant Production Services**

Does your agency depend on other state agencies in order to perform this essential function?  X  Yes   No

If yes, please fill out the form below.

Which state agency do you depend on?	What essential support is provided?	What does the essential support do?	What is the potential negative impact?	In hours, what is the RTO?
163 CTS	Campus / SGN Network	Connectivity for DES and customer agency assets	DES Warrant Production services can't function	72
163 CTS	Hosted Servers	Provides operating environment for some DES provided IT services	DES Warrant Production services can't function	72
163 CTS	Unisys Mainframe	DSHS applications that produce warrant output	No DSHS warrants sent to DES for production services	72
163 CTS	IBM Mainframe	Various agency applications that produce warrant output (e.g AFRS, HRMS, LNI, DSHS Provider One, etc.)	No agency warrants sent to DES for production services	72
External forms suppliers	Standard and pre-printed form stock	Provides paper to support warrant production	Warrants can't be printed without the proper paper	72
090 OST	Releases files for payment.	Provides authority to print and distribute warrants.	Warrants could not be printed.	72

Note: Due to the rewrite of the DES COOP plan portions of the following Essential Function Numbers are combined into this revised Essential Function. EF's 86, 88,101,105

# Toolkit

- Worksheets individualized for each agency
- Instructions Sheet
- FAQ
- Technical Assistance Calls
- Individual Support

# Questions?

- Visit iCOOP Interdependencies Website
- Participate in technical assistance calls
- Call:
  - Amy Myers, WSP at (360) 704-2290 or [amy.myers@wsp.wa.gov](mailto:amy.myers@wsp.wa.gov)
  - Or one of the iCOOP Interdependencies Workgroup members