Worksheet #1: Essential Functions Description and Priority

List the functions identified by the COOP Team or the department. Briefly describe the function and why it is essential. Next, assign a priority number in the third column, giving higher numbers to those functions that can be inoperable for longer periods of time. Additionally, more than one function may have comparable priority. Therefore, a department can assign the same priority number to multiple functions. The goal is to determine which functions would need to be operating first in case resources are not available for all functions to be operating immediately. Finally, designate its recovery time objective (RTO) or the period of time in which the essential function must be recovered after an interruption.

**Cabinet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Function** | **Description of Function** | **Priority** | **RTO** |
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| **Function** | **Description of Function** | **Priority** | **RTO** |
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