

Simple • Powerful • Flexible • Sustainable

Sustainable Planner™ is an affordable web based BC Planning software that empowers end users to maintain their own plans with less than 1 hour of training. Effortlessly adds existing documents that have been created in any electronic file format to our templates, creating plans for your entire BC life cycle. If you're already using a plan management software we can migrate your existing plans into SP™.

### Intuitive User Dashboard

Welcome to Sustainable Planner™

This is your Sustainable Planner Dashboard.

On the top are surveys which have been assigned to you. Click on a survey description to edit or review a survey.

On the bottom is a list of organizational "nodes" to which you have access. Click on a node description to view and manage documents for the node.

**My Surveys**  
(Display Status of Reports You Have Submitted to be Generated)

Description	Status	Reports
<a href="#">BC Survey Master - Main</a>	In Progress	<a href="#">Reports</a>
<a href="#">NY Office BC Survey</a>	In Progress	<a href="#">Reports</a>
<a href="#">NY Office BIA Survey</a>	In Progress	<a href="#">Reports</a>
<a href="#">Template Data Collection Survey</a>	In Progress	<a href="#">Reports</a>

**My Documents**  
(Display List of Documents You Have Checked Out)

Click on the Branch Description to display nodes in that branch.

(Expand All Branches) (Close All Branches)

[New York Office](#)

### My Surveys

#### Question #2 - Work-in-Progress Impact during Department Fire

**Work-In-Progress (WIP)**

**What would the impact of lost Work-In-Progress (WIP) including materials and supplies be following a "Departmental Fire"?**

In our Departmental Fire scenario all Department materials and supplies including records, files and equipment located in the building at this site are destroyed. This may include work-in-progress materials such as papers in your office, files on your desktop computer that haven't been backed up off-site, central files, Industrial Base records, in-process analysis work, etc.

**Step 1 - For each Primary Function listed, answer "Yes" or "No"; is there WIP that would be lost?**

**Step 2 - If "Yes", could you recreate the lost WIP associated with this Primary Function?**

Action	Primary Functions Core Systems	WIP Lost?	If yes - Can Be Recreated?	Elapsed Hours To Recreate	Adverse Financial Impact in \$s	Work-In-Progress Description
↑ ↓	distribution system	<input checked="" type="radio"/> Yes <input type="radio"/> No	Partially	6	10,000	receipt and execution of shipment orders
↑ ↓	accounts receivable	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not at all			

### Managed Documents

(Add a New Document)

Command	Document Label	File Name	Created	Last Update
<a href="#">(View)</a> <a href="#">(Edit)</a>	2C. DEPARTMENT RESPONSE TEAM (DRT) PROCEDURES	Section 2C - Department Response Team (DRT) Procedures.doc	6/29/2005 8:05:47 AM	8/22/2005 6:18:00 PM
<a href="#">(View)</a> <a href="#">(Edit)</a>	2D. DEPARTMENT RECOVERY ACTION PLANS BY SCENARIO	Section 2D - Department Recovery Action Plans by Scenario.doc	6/29/2005 8:06:06 AM	8/22/2005 6:16:50 PM
<a href="#">(View)</a> <a href="#">(Edit)</a>	3A. DEPARTMENT CALL LIST	Section 3A - Department Call List.doc	6/29/2005 8:06:52 AM	6/29/2005 9:29:39 AM
<a href="#">(View)</a> <a href="#">(Edit)</a>	BIA Findings Report	BIA Findings Report_20060614_084443.pdf	6/14/2006 8:53:28 AM	None
<a href="#">(View)</a> <a href="#">(Edit)</a>	Department Recovery Plan	Department Recovery Plan_20051121_140918.pdf	11/21/2005 2:15:47 PM	None

## SP™ Provides 3 Levels of Security

**End Users** who build and maintain their BC plans,

**Editors** who manage Users rights and edit plan formats.

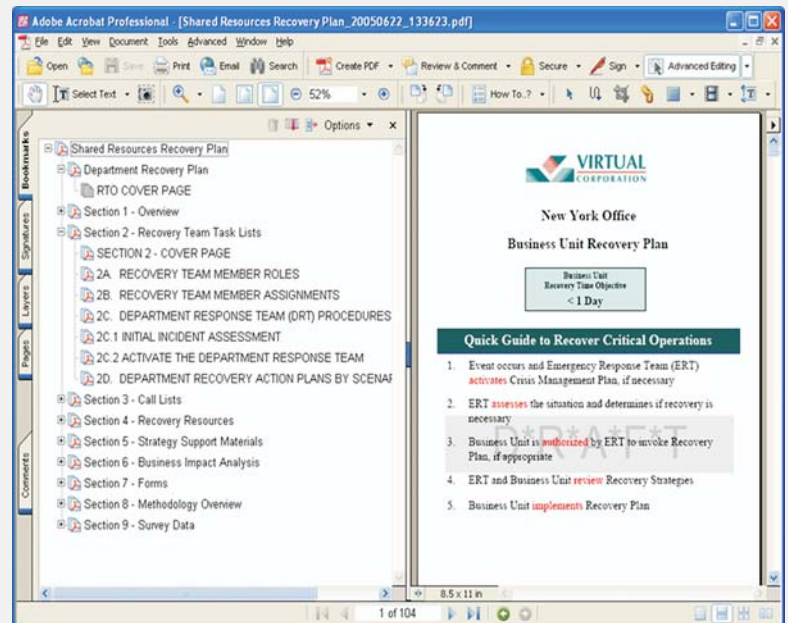
**Administrators** who design templates and administer the system.

## Business Recovery Plan Template

Your complete BC Plan is generated in Adobe Acrobat as a PDF file. A complete set of user bookmarks, as well as a table of contents, are automatically produced as part of the finished plan.

This comprehensive recovery plan template combines survey data, user documents and shared documents, which are common to more than one plan.

Every aspect of this template can be tailored to meet your specific needs and corporate format standards.



## Administrator Menu

### Design & Administration Menu

Current Folder: XYZ Company

- [Select-a-Folder](#) Select a Folder for Survey and Document Management Activities
- [Users](#) Add, Edit, and Delete Users  
Assign Users to the Current Folder and the Folder's Surveys  
Add, Edit, and List Coordinators and Regions
- [Surveys](#) Create, Edit, and Delete Surveys  
Assign Users to a Survey
- [Document Management](#) Create, Edit, and Delete Documents and Reports
- [Organizational Structure](#) Update the Organizational Structure Tree
- [Tools](#) Administrative Displays
- [Master Surveys](#) Create and Edit Master Surveys
- [Tables](#) Add and Edit Table Entries

Administration menu is logically organized to assist in maintaining structure of surveys and reports. Flexible folder hierarchy allows the administrator to restructure, append or truncate folders. Create comprehensive plans with a touch of a button. Provides unique ID's and password protection including self-administered password reset.

*For more information or to schedule a demo contact:*  
**Virtual Corporation**  
**973-426-1444**  
*or visit us on the web at*  
**www.virtual-corp.net**