

**CPG 101, Version 2.0 - Process and Analysis Support Tool - March, 2011**

<b>Jurisdiction Name:</b>	<b>Completed By:</b>	<b>Date Completed:</b>

**Plan / Appendix / Annex Name:**

**Comments / Notes:**

<b>CPG 101 Criteria</b>	
<p><b>Instructions:</b> Please indicate the current rating for each criteria by placing the appropriate number from the scale below in the Rating column. If the plan is currently in the initial stages of development and you are unable to evaluate certain criteria, please indicate 'N/A' in the Rating column.</p> <ol style="list-style-type: none"> <li>1: The Plan / Appendix / Annex <b>is missing all</b> of the specified characteristics.</li> <li>2: The Plan / Appendix / Annex <b>minimally</b> addresses the specified characteristics.</li> <li>3: The Plan / Appendix / Annex addresses <b>some</b> of the specified characteristics.</li> <li>4: The Plan / Appendix / Annex addresses <b>most</b> of the specified characteristics.</li> <li>5: The Plan / Appendix / Annex addresses <b>all</b> of the specified characteristics.</li> </ol> <p>Criteria are from CPG 101, Version 2.0. Information on these characteristics can be found on pages 4-17 and 4-18. Detailed information is also contained in Appendix C.</p>	<b>Rating</b>

**Adequacy.** A plan is adequate if the scope and concept of planned operations identify and address critical tasks effectively; the plan can accomplish the assigned mission while complying with guidance; and the plan's assumptions are valid, reasonable, and comply with guidance.

<b>Current Development Stage</b>		
<b>Instructions:</b> Indicate the anticipated completion date of each step of the 6 step planning process and indicate the current status of each step (Complete, On-time, Ahead, Behind). Completion of Step 5 indicates full compliance with CPG 101.	<b>Anticipated Completion Date</b>	<b>Current Status</b> Complete On-time Ahead Behind
Step 1: Form a Collaborative Planning Team (Identify Core Planning Team; Engage the Whole Community in Planning)		
Step 2: Understand the Situation (Identify Threats and Hazards; Assess Risk)		
Step 3: Determine Goals and Objectives (Determine Operational Priorities; Set Goals and Objectives)		
Step 4: Plan Development (Develop and Analyze Course of Action; Identify Resources; Identify Information and Intelligence Needs)		
Step 5: Plan Preparation, Review, and Approval (Write the Plan; Review the Plan; Approve and Disseminate the Plan)		
Step 6: Plan Implementation and Maintenance (Exercise the Plan; Review, Revise, and Maintain the Plan)		

**Feasibility.** A plan is feasible if the organization can accomplish the assigned mission and critical tasks by using available resources within the time contemplated by the plan. The organization allocates available resources to tasks and tracks the resources by status (e.g., assigned, out of service). Available resources include internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements. Specifically, the jurisdiction should complete a capability estimate that:

- Identifies the current status (e.g. training, quantity) of resources arrayed to support the plan
- Analyzes the required resources based on the courses of action in the plan
- Identifies the most supportable courses of action and ways to reduce the impact of resource deficiencies (ex. mutual aid)

**Acceptability.** A plan is acceptable if it meets the requirements driven by a threat or incident, meets decision maker and public cost and time limitations, and is consistent with the law. The plan can be justified in terms of the cost of resources and if its scale is proportional to mission requirements.

**Completeness.** A plan is complete if it:

- Incorporates all tasks to be accomplished.
- Includes all required capabilities.
- Integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations.
- Provides a complete picture of the sequence and scope of the planned response operation (i.e., what should happen, when, and at whose direction).
- Makes time estimates for achieving objectives.
- Identifies success criteria and a desired end-state.

**Compliance.** The plan should align with guidance and doctrine to the maximum extent possible, because these provide a baseline that facilitates both planning and execution.

- Compliance with CPG 101, Version 2.0
- Compliance with Other:
- Compliance with Other:

**Whole Community Engagement.** Does the development of the plan include involvement of the whole community in planning efforts, including but not limited to: those non-governmental organizations beyond traditional engagement, groups representing those with functional and access needs, youth and children, and the private sector?