**Governance & Oversight Approach & Methodology**

The Governance and Oversight (GO) service provides for the implementation of a cross-functional group and policy to govern the BCP program, its implementation and ongoing management and administration.

The GO approach/process is *generally* comprised of the following five phases:

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| **Phase I – Information Gathering & Preparation** |  |

**Project Components:**

* Meet with the Client Project Leader and others as needed to review the MHA GO process, roles and responsibilities, meeting agenda and minutes.
* Identify members for the GO group. It should be a cross-functional group of business and technology. Members may include:
  + BCP Sponsor
  + IT
  + Human Resources
  + Finance
  + Risk Management
  + Corporate Communications
  + Business Operations
* Limit the number of members to 10 people or less. Ensure the team members have the authority to act and make decisions.
* Document the roles and responsibilities.
* Document the BCP policy.
* Review proposed team with the BCP Sponsor and secure approval.

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| **Phase II –** |  |

**Project Components:**

* Distribute roles/responsibilities and policy documents to the team members.
* Schedule initial meeting of the Governance and Oversight team.
* Create agenda for the initial meeting.

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| **Phase III –** |  |

**Project Components:**

* Hold initial meeting of the Governance and Oversight team.
* Schedule future meetings based on discussion/decisions in the meeting.
* Create meeting minutes and distribute to team members.

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| **Phase IV –** |  |

**Project Components:**

* Hold ongoing meetings.