PROFESSIONAL CONTINUITY WORKSHEET

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Professional / organization-sensitive	Review annually and after role or system changes

Write short answers before a crisis makes them urgent. The point is not to copy private or proprietary material. It is to identify the lawful knowledge, dependencies, records, skills, and handoff steps required to keep a legitimate function from disappearing with one person or one system.

ROLE CONTINUITY

Role / function

What is the core function of my role?

Minimum people required

Minimum equipment required

Minimum data required

Minimum utilities required

Critical vendors / outside systems

Which procedures are safety-critical?

Which records must survive an outage, leadership change, or system migration?

Who else can perform key tasks, and which single-person dependencies remain?

What can continue safely offline?

What requires legal, supervisory, licensing, or ethical authorization?

Which credentials, certifications, work samples, references, and contacts should I lawfully preserve?

Which skills travel with me if the title or institution disappears?

What would a clean handoff look like if I had to leave tomorrow?

PROFESSIONAL CONTINUITY WORKSHEET

Source basis: Every Government Dies - Field Appendix H.
Current revision: builttoresist.com/continuity-desk/ · Site v0.60.0 · Form revision 1.0 · 2026-10-03
Status: Independent educational planning resource. No government affiliation. Not legal, medical, or emergency-management advice.