COOP Readiness Dashboard Field List

A practical checklist for identifying what your continuity dashboard should track before you build it.

By Resilience Lab HQ

Practical Continuity, AI Readiness, and Critical Thinking for Real-World Operations

How to use this checklist

Use this checklist to identify the information your team may need before building a continuity dashboard in Excel, Microsoft Lists, SharePoint, Power BI, Google Sheets, Airtable, or another tracking system.

Review each section and mark each field as one of the following:

- Required
- Helpful
- Not needed yet
- Need to define

The goal is not to track everything on day one. The goal is to identify the fields that create visibility, ownership, follow-up, and review discipline.

Start with the fields that help answer:

1. What are we tracking?
2. Who owns it?
3. What is the current status?
4. What is due next?
5. What is overdue?
6. What needs review?
7. What decision needs leadership attention?

Recommended first-pass rule

If you are starting from scratch, do not try to build the perfect dashboard.

Start with the fields that help your team answer seven basic questions:

8. What function, risk, or action are we tracking?
9. Who owns it?
10. What is the current status?
11. What is the priority or risk level?
12. What is due next?
13. What is overdue?
14. When does it need to be reviewed again?

A simple dashboard that supports ownership, due dates, overdue items, and review cycles is more useful than a complicated dashboard that no one maintains.

Core field categories

The field categories below are designed to help you plan a practical continuity readiness dashboard.

You do not need every field on day one. Use the priority column to decide what belongs in your first version and what can wait until your program matures.

A good first dashboard usually includes enough information to show:

- What matters most
- Who owns it
- What is open
- What is overdue

- What needs review
- What needs leadership attention

Use the following categories as a starting point and adapt them to your organization's structure, tools, and governance requirements.

Organization / department fields

These fields help identify who owns the continuity information and where each record belongs.

Field	Why it matters	Priority
Organization / department name	Shows which area the record belongs to	Required
Business unit / division	Supports grouping, filtering, and reporting	Helpful
Primary continuity owner	Identifies who maintains the record	Required
Backup owner	Reduces single-point-of-failure risk	Helpful
Executive sponsor	Shows leadership accountability	Helpful
Last updated date	Shows whether the information is current	Required
Review cycle	Defines how often the record should be reviewed	Required

Quality check: If a field does not have an owner or review cycle, it may become stale quickly.

Essential function fields

These fields help identify the work that must continue, resume, or be prioritized during a disruption.

Field	Why it matters	Priority
Essential function name	Identifies the critical activity	Required
Function description	Clarifies what is included and excluded	Required
Function owner	Assigns accountability	Required
Backup owner	Supports continuity if the primary owner is unavailable	Helpful
Priority level	Helps rank recovery focus	Required
Maximum tolerable downtime	Defines how long disruption can be tolerated	Helpful
Recovery time objective	Sets a target for restoration or recovery	Helpful
Peak operating periods	Identifies high-risk timing	Helpful
Internal dependencies	Shows which teams, processes, or systems support the function	Required
External dependencies	Shows vendors, utilities, suppliers, or partners	Helpful
Required systems / tools	Identifies technology dependencies	Required
Required records / data	Identifies information needed to operate	Helpful
Manual workaround available?	Shows whether work can continue	Required

	without normal systems	
Current readiness status	Shows whether the function is ready, partially ready, or not ready	Required

Quality check: If an essential function has no owner, no dependency list, and no readiness status, it is not dashboard-ready yet.

Risk fields

These fields connect continuity planning to risk visibility, review discipline, and action tracking.

Field	Why it matters	Priority
Risk ID	Creates a unique reference	Required
Risk title	Gives the risk a clear name	Required
Risk statement	Describes the cause, event, and potential impact	Required
Risk owner	Assigns accountability	Required
Affected function	Connects the risk to operations	Required
Likelihood	Supports prioritization	Helpful
Impact	Supports prioritization	Helpful
Inherent risk rating	Shows the risk level before current controls	Helpful
Existing controls	Documents what is already in place	Helpful
Residual risk rating	Shows the risk level after current controls	Required
Risk status	Shows whether the risk is open, monitoring, accepted, or closed	Required
Next review date	Prevents stale risk information	Required
Notes / evidence link	Connects supporting documentation	Helpful

Quality check: A useful risk record should be specific enough that someone can understand what could happen, why it matters, who owns it, and when it must be reviewed again.

Action tracker fields

These fields turn continuity planning into visible follow-up, ownership, and execution.

Field	Why it matters	Priority
Action ID	Creates a unique task reference	Required
Related risk / function	Connects the action to a real issue or operational priority	Required
Action description	Defines what needs to be done	Required
Action owner	Assigns accountability	Required
Priority	Helps sort workload and escalation needs	Required

Status	Shows whether the action is not started, in progress, waiting, or complete	Required
Due date	Enables due-soon and overdue tracking	Required
Date completed	Supports closure, reporting, and trend review	Helpful
Blocker / dependency	Shows why work may be delayed	Helpful
Evidence link	Connects proof of completion or supporting documentation	Helpful
Follow-up needed?	Prevents false closure when more action is still required	Helpful

Quality check: Every important action should have an owner, status, and due date. If those three fields are missing, the item is not ready for dashboard tracking.

Readiness status fields

These fields help translate detailed continuity work into a simple readiness picture for review, reporting, and leadership attention.

Field	Why it matters	Priority
Overall readiness status	Gives leadership a quick signal	Required
Plan status	Shows whether a plan exists, is drafted, or is current	Required
Training status	Shows whether assigned people know what to do	Helpful
Exercise status	Shows whether the plan or process has been tested	Helpful
Open high-priority actions	Shows major unresolved work	Required
Overdue actions	Shows execution pressure	Required
Overdue reviews	Shows stale information	Required
Last exercise date	Shows validation history	Helpful
Next review date	Supports recurring governance	Required
Decision needed from leadership	Elevates blocked issues or unresolved decisions	Helpful

Quality check: A readiness status should be easy to explain. If leadership cannot understand what the status means or what decision is needed, simplify the field or add clearer status definitions.

Suggested dashboard views

A useful continuity dashboard should make important work easier to see, review, and act on.

It should help answer questions like:

15. What functions are most important?
16. Which risks are still high?

17. Which actions are open?
18. Which actions are overdue?
19. Which reviews are overdue?
20. Which departments or functions need attention?
21. What decisions are blocked or waiting on leadership?

Recommended starter views:

View	What it shows
Executive summary	Overall readiness, high risks, overdue actions, overdue reviews, and decisions needed
Essential functions	Key functions, owners, priority levels, dependencies, and readiness status
High residual risks	Open risks that remain high after current controls
Open actions	All active improvement actions with owners, priorities, statuses, and due dates
Overdue actions	Actions past due that still need attention
Due soon actions	Actions due in the next 7 to 30 days
Overdue reviews	Plans, functions, or risks past their review date
Decisions needed	Items requiring leadership direction, approval, prioritization, or resourcing

Start with only the views your team will actually use. A smaller dashboard that gets reviewed every week is better than a larger dashboard that no one maintains.

Minimum viable dashboard

If you are starting from scratch, do not try to build the perfect dashboard.

Start with a minimum viable dashboard that tracks ten core fields:

22. Department / function
23. Owner
24. Readiness status
25. Top risk
26. Residual risk rating
27. Open action
28. Action owner
29. Due date
30. Status
31. Next review date

If your team can track those ten items consistently, you are already ahead of many organizations that rely only on static plans, scattered spreadsheets, or meeting notes.

Once the basic tracking habit is working, you can add more fields, views, charts, forms, reminders, or automation.

Next step

This field list helps you identify what to track.

The next step is turning those fields into a working system for owners, due dates, open actions, overdue items, review cycles, and leadership visibility.

The Risk Register + Action Tracker Starter Kit from Resilience Lab HQ is designed to help teams move from scattered planning notes to a practical tracker they can actually use.

Coming soon from Resilience Lab HQ.

Disclaimer

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Do not include confidential, sensitive, regulated, privileged, security-sensitive, employer-proprietary, or operationally sensitive information in public-facing examples or unsecured tools.

Adapt this checklist to your organization’s governance, legal, compliance, security, records, and operational requirements. Review final materials with appropriate professionals before using them for official decisions.