



30-60 DAY SHUTDOWN PREPARATION CHECKLIST

CONTRACT MANAGEMENT

- ☐ **Complete** audit of all software licenses and maintenance contracts
- ☐ **Identify** all contracts expiring within 120 days
- ☐ **Prioritize** contracts by mission criticality
- ☐ **Execute** renewals for Tier 1 and Tier 2 contracts
- ☐ **Document** any contracts that cannot be renewed before shutdown

ESSENTIAL FUNCTIONS DOCUMENTATION

- ☐ **Document** all essential ITAM functions based on OMB/OPM guidance
- ☐ **Define** specific activities, scope, and boundaries
- ☐ **Get** formal leadership approval of essential function determinations
- ☐ **Create** High-Value Asset (HVA) register

PERSONNEL PLANNING

- ☐ **Designate** specific individuals for essential positions
- ☐ **Create** written guidance for each essential position
- ☐ **Brief** essential personnel on their shutdown roles
- ☐ **Establish** emergency communication protocols
- ☐ **Create** activity logging templates

SYSTEMS & AUTOMATION

- ☐ **Test** asset discovery tools for automatic operation
- ☐ **Verify** monitoring system alert routing to essential personnel
- ☐ **Test** SAM tools for automated license compliance monitoring
- ☐ **Confirm** remote access works for essential personnel
- ☐ **Create** focused dashboards for essential systems monitoring

FINAL PREPARATIONS

- ☐ **Conduct** final comprehensive data synchronization
- ☐ **Document** baseline date for post-shutdown reconciliation
- ☐ **Back up** all critical ITAM databases and systems
- ☐ **Brief** leadership on shutdown plans and limitations
- ☐ **Distribute** final guidance to essential personnel

NEED EXPERT GUIDANCE?

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Contact SIE

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