



Powerboard Files

The following Powerboard files are to be prepared and saved in the iLinc library by the IPER Course Manager:

Table 1: Powerboard Files to be Entered in iLinc

POWERBOARD TITLE/FILENAME	POWERBOARD CONTENT
<p>PB 1.1—Sound check/technical issues</p>	<p>Can everyone hear us? Please confirm by replying through the iLinc Chat Tool, located in the bottom left section of your screen. Be sure to use the “Public” Tab of the Chat Tool.</p> <p>Are you having any technical issues? If you are having any technical issues, please let us know via the phone or notify us through the “Public” tab of the Chat tool.</p>
<p>PB 1.2—Session 1 Review</p>	<p>In Session 1, you learned about:</p> <ul style="list-style-type: none"> • The IPER Project • Essential records • Types of essential records • Identifying essential records • Essential functions <p><i>NOTE TO VERNA: This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers.</i></p>
<p>PB 2.1—Session 2 Review</p>	<p>In Session 2, you learned about:</p> <ul style="list-style-type: none"> • Risk management key terms • Risk assessment <ul style="list-style-type: none"> – Categories of risks – Factors to consider when identifying risks – Techniques for identifying risks • Risk analysis • Prioritizing and documenting risks <p><i>NOTE TO VERNA: This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers.</i></p>



Table 1: Powerboard Files to be Entered in iLink, continued

POWERBOARD TITLE/FILENAME	POWERBOARD CONTENT
PB 3.1 —Session 3 Review	<p>In Session 3, you learned about:</p> <ul style="list-style-type: none">• Strategies for handling risk• Preparedness and mitigation measures• Protecting copies of records• Formats for creating copies of essential records• Factors to consider when determining protection measures <p>NOTE TO VERNA: This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers.</p>
PB 4.1 —Course Review	<p>In the <i>Essential Records Webinar</i>, you learned how to:</p> <ul style="list-style-type: none">• Identify records that need to be designated as essential• Identify and evaluate risks to essential records• Protect essential records• Ensure continued access to essential records during and after an emergency• Incorporate essential records into a COOP Plan by using the Essential Records Template <p>NOTE TO VERNA: This is for the Q&A approach to the session review. (Where the instructor poses a bullet as a question, then records the answer(s) below.) When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers.</p>