## **BUSINESS IMPACT ANALYSIS SERVICES WORKSHEET**



DEPARTMENT:		HEAD:			MARKET:					
FUNCTION										
Business Impact: (how critical is department function to business)  Critical: within 24 hours Vital: within 72 hours Necessary: within one week Desired: within two weeks			Function de							
Interruption Impact: (what impact would interruption have on business)			Influencing Factors: Peak Period/Deadlines? Details: Other:							
<b>Maximum Interruption:</b> (maximum length department can be inoperable)			Minimum Standard: (what is the minimum standard for departmental functions to be performed)							
STAFF REQUIREMENTS Critical Functions										
NAME	POSITION	CEL	L PHONE	HOME PHONE	REMOTE ACCESS	PERSONAL EMAIL	FUNCTION			

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	RESOURCE REQUIRE	EMENTS							
ITEM	DETAIL								
	(minimum quantity, capability, capacity, hours needed per day etc.)								
Offices									
Furniture									
IT									
Communication									
Other									
VITAL RECORDS									
(contracts, important documents)									
Paper:	Electronic:	Backups?	Backups?						
		If yes, where?							
	INTERDEPENDEN	ICIES							
List service providers/contractors/departments you are dependent on:									
Service Provider/Contractor	Dependent Function	Contact Name	Phone						
	Others that are dependent on your	departmental functions:							
Department	Dependent Function	Contact Name	Phone						
	REMOTE ACCE	SS							
Can department functions be perfo	ormed remotely?  □ NO □YES	Can vital records be accessed ren	Can vital records be accessed remotely? <ul> <li>NO <ul> <li>YES</li> </ul> </li> </ul>						
Details:		Details:	Details:						

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ADDITIONAL INFORMATION
Does your departmental functions require special equipment, software, etc.?

Do you have quick access to tools, documents, supplies needed to function during an evacuation?

Do you have contact information and evacuation plans for each employee?

In the event it is needed, have you designated a department backup? If yes, who and what is their contact information?