

BUSINESS IMPACT ANALYSIS SERVICES WORKSHEET



RESOURCE REQUIREMENTS			
ITEM	DETAIL (minimum quantity, capability, capacity, hours needed per day etc.)		
Offices			
Furniture			
IT			
Communication			
Other			
VITAL RECORDS (contracts, important documents)			
Paper:	Electronic:	Backups? If yes, where?	
INTERDEPENDENCIES			
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 ACCESS			
Can department functions be performed remotely? <input type="checkbox"/> NO <input type="checkbox"/> YES Details:		Can vital records be accessed remotely? <input type="checkbox"/> NO <input type="checkbox"/> YES 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?