Business Impact Analysis (BIA) Workshop
November 2, 2012

April Lawless, MPH
Multnomah County Continuity of Operations
Project Manager
CEO, Coordinated Consulting Services, LLC
What is a Business Impact Analysis (BIA)?

• One of the first steps in building a Business Continuity Plan (BCP).
• A process that analyzes the essential functions of the business and quantifies the impact of their loss on the business.
• Assists the organization with identifying business priorities.
Steps in Building a Business Continuity Plan

1. Create a planning team for your agency/organization.
2. Complete the Business Impact Analysis
3. Validate essential functions, business processes and maximum downtimes.
4. Build the BCP and document contingency plans
5. Test the plans
6. Update and improve the plans
**Essential Functions** may be at risk when:

- Key personnel are not available
- A disaster occurs during a peak processing time for a specific business unit and/or functions
- The primary working location is damaged or destroyed
- Records, data files and/or technology systems are lost.
- Primary communication systems are down (landlines, cell phones, email)
The primary location for your business operations has a fire and is uninhabitable for one week.

- What would be missed?
- What needs to be up and running first?
Essential Functions:

Functions that must be continued throughout or resumed rapidly after a disaster or business disruption.
Essential Functions:

What is my business/business unit ultimately responsible for?

Worksheet
How do I determine what’s essential?

• Assess the impact of the loss of the Essential Function

  • Use standard criteria (Health, Life, Revenue Loss, Customer Service, Public Image, etc.)

BIA Worksheet
Using the BIA

How can this list help your organization?
Using the BIA

• Identify vulnerabilities
• Identify priorities for disaster preparedness planning.
• Validate priorities with leadership
• Bring a team together to develop contingency plans for specific functions.
• Document the specific resources necessary to support these essential functions (People, Technology, Facilities, Equipment, Vendors, Records)
QUESTIONS?

April Lawless, MPH

Multnomah County Continuity of Operations Program Manager

Email: april.lawless@multco.us
Phone: 503-988-4612