

Organization/Division/Work Unit:

Essential Function:

Date

BUSINESS IMPACT ANALYSIS WORKSHEET

The objective of this worksheet is to determine the maximum tolerable downtime for all functions that must be resumed in less than 30 days and to describe various resource dependencies for each function. *If, at any point, the function is determined NOT to be essential, it is not necessary to complete the questionnaire for that function.*

1. Services this function provides:

2. Other internal departments/divisions/sections that depend on this function (Internal Dependencies):

4. Other outside agencies that depend on this function (External Dependencies):

5. The loss of this function would have the following ramifications due to regulatory statutes, contractual agreements and/or law: (Specify the agreement/law/statute, any specific time requirements and associated fines):

6. Peak Load Considerations:

Indicate the peak time(s) of year for this function or its associated applications.

Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

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Indicate the peak day(s) of the week for this function or its associated applications:

Sun Mon Tue Wed Thurs Fri Sat

Indicate the peak hour(s) of the day for this function or its associated applications:

(Hour) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

7. The chart below will assist in rating the Impact of the loss of this function.

| SCORING | | | | | | |
|---|------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|
| 0-Not at All | 1-Minor Impact | 2-Moderate Impact | 3-High Impact | 4-Critical Impact | | |
| If this function were disrupted, to what degree... | Up to 4 Hours (Tier 1) | Up to 1 Bus. day (Tier 2) | Up to 3 bus. days (Tier3) | Up to 1 bus. week (Tier 4) | Up to 2 bus. weeks (Tier 5) | 1 bus. month (Deferrable) |
| Public Safety – will people’s lives be put in jeopardy? | | | | | | |
| Public Health - will people's health be put in jeopardy? | | | | | | |
| Public Welfare - will people’s life-sustaining abilities be put in jeopardy (food, housing, transportation)? | | | | | | |
| Environmental Impact – will any of the following be negatively impacted (air, water, land, wildlife)? | | | | | | |
| Federal/State Regulatory - will the organization be out of compliance with statutes or contractual obligations? | | | | | | |
| Grant Funding –will the organization not receive essential funding? | | | | | | |
| Revenue Impact – will there be delayed collections, lost revenue, investments or lost interest earned? | | | | | | |
| Legal Liability – will the organization be subject to legal action, for not fulfilling a contractual obligation or not providing the service/function? | | | | | | |
| Financial Impact – will the agency incur fines, penalties or additional expenses? | | | | | | |
| Public Image/Confidence/Customer Dissatisfaction - will confidence in the organization or it’s overall public image be negatively affected? | | | | | | |

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8. How long can this function continue without its usual information systems support? Assume that loss of support occurs during your busiest, or peak, season or period. Check only one.

- | | | |
|-------|-------|---------------|
| _____ | _____ | Hours |
| _____ | _____ | Up to 1 day |
| _____ | _____ | Up to 2 days |
| _____ | _____ | Up to 3 days |
| _____ | _____ | Up to 1 week |
| _____ | _____ | Up to 1 month |

9. Have you developed or established any work around/backup procedures (manual or otherwise) that can be employed to continue this function in the event the associated applications are not available?

If yes, how often are these procedures tested? _____

10. Does an analysis of the responses to the above questions indicate that this function should be considered "essential" to the organization? If yes, indicate below when such a label is appropriate:

- Always: _____
During the following period of the year: _____
During the following time of the month: _____
During the following time of the week: _____
Other time period. Specify: _____

11. Specify any other factors that should be considered when evaluating the impact of the loss of this function:

