

# Business Impact Analysis (BIA) Workshop November 2, 2012

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# 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?

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