

BIA Introduction

The Business Impact Analysis template is a tool to assist departments in performing a Business Impact Analysis (BIA). This template serves as a comprehensive resource, allowing departments to fully assess the loss of a function and the related impact rather than specific emergency events.

The template is designed to be used once departments have compiled a listing of all of their business functions. Each function then is analyzed using this template and the results recorded. The weights of the risk factors should be modified by the department to customize them to the department's environment. The template organizational nomenclature may be revised to meet individual department structures.

When all business functions have been analyzed the overall results are then entered into the BIA Overall template (separate worksheet) to project an overview of the impact of all functions. The COOP team should then meet to normalize the results and provide consistency. Once final, the COOP team must decide where to draw the line to designate which functions are essential. There also may be some functions that are only performed in an emergency and the department may wish to add those in without scoring.

Department Name
BUSINESS IMPACT ANALYSIS (BIA)

Business Function: **Name of business function**
Division: **Name of Division, or change this as needed for department organization**
Business Function Owner Name & Telephone #: **Name and telephone of business owner**
Date Completed: **Completion Date**
Person Completing BIA: **Name**

A. Describe the primary objective of this business function & customers/interfaces:
Objectives:

Customers/Interfaces:

B. Is any sensitive data* used in this business function? **Yes/No**

***NOTE:**
Sensitive data is any data of which the compromise with respect to confidentiality, integrity, and/or availability could adversely affect COR interests, the conduct of Agency programs, or the privacy to which individuals are entitled.

Describe the Sensitive Data: **Indicate the type of sensitive data**

Weights should be changed to reflect the environment for your department. Scores for each of the sections below are to be entered into the BIA Overall template to get an overview of the impact for all functions.

C. Analyze the potential harm that would ensue if this Function were not performed:

	Level** <small>(3,2,1or0)</small>	x	Weight <small>(fixed)</small>	=	Score
<u>Life</u> Potential someone could die			5		0
<u>Safety</u> Potential someone would be harmed			4		0
<u>Finances</u> Potential assets or dollars would be lost			3		0
<u>Legality</u> Potential compliance or other lawsuits/sanctions			2		0
<u>Customer Service/Publicity</u> Potential harm to customer service level/base and/or harm from adverse publicity			1		0
<u>Sensitive Data</u> Potential adverse affect on the City's interest/programs or citizen privacy			3		0
<u>Inaccurate/Missing Data/Records</u> Potential for inaccurate or missing data/records			3		0
Business Impact Total:					0

****Levels:**
High = 3, Medium =2, Low=1, None=0

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Person Completing BIA:

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<u>Legality</u> Potential compliance or other lawsuits/sanctions			2		0
<u>Customer Service/Publicity</u> Potential harm to customer service level/base and/or harm from adverse publicity			1		0
<u>Sensitive Data</u> Potential adverse affect on COV's interest/programs or citizen privacy			3		0
<u>Inaccurate/Missing Data/Records</u> Potential for inaccurate or missing data/records			3		0

Business Impact Total:

0

****Levels:**

High = 3, Medium =2, Low=1, None=0

Continuity of Operations (COOP) BUSINESS IMPACT ANALY

RED =

EMERGENCY RESPONSE OPERATIONS:

Dept Section

BUSINESS IMPACT ANALYSES

Effect If IF NOT AVAIL. 1 Hr. - 7 Days

Dept Section

SIS

CRITICAL PROCESS

Process

Process	Sensitive/ Confidential Data?	If yes, what?	Ratings - 5 Life
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High=3, Medium=2, Low=1, None=0

4	3	2	2	3	2		
Safety	Fincl	Legality	Cust/Put	Sen.Data	Records	Total	RTO