



Business Impact Analysis (BIA) Template

Date: [Date]

Prepared By: [Preparer's Name]

1. Introduction

Provide an overview of the purpose and scope of the Business Impact Analysis (BIA) process.

2. Executive Summary

Summarize the key findings and recommendations from the BIA process.

3. Business Functions

List all critical business functions and processes within the organization.

4. Criticality Assessment

For each business function, assess its criticality based on the following factors:

- Impact on revenue generation
- Impact on customer service
- Impact on regulatory compliance
- Impact on reputation
- Impact on health and safety
- Impact on business operations

5. Maximum Tolerable Downtime (MTD)

Determine the maximum tolerable downtime for each critical business function:

- Define the maximum duration each function can be disrupted before it causes irreparable harm to the organization.

6. Recovery Point Objective (RPO)

Identify the acceptable data loss tolerance for each critical business function:

- Define the maximum amount of data loss the organization can tolerate without significant impact.

7. Recovery Time Objective (RTO)

Determine the acceptable recovery time for each critical business function:

- Define the maximum duration of time it should take to restore each function to operational status.

8. Dependencies and Interdependencies

Identify dependencies and interdependencies between business functions, processes, systems, and resources:

- Document relationships that may impact the recovery of critical functions.

9. Resource Requirements

List the resources required to support the recovery of critical business functions:

- Include personnel, equipment, facilities, technology, and other resources needed for recovery efforts.

10. Risk Assessment

Evaluate potential risks and threats to critical business functions:

- Identify potential scenarios that could disrupt operations and impact the organization's ability to recover.

11. Mitigation Strategies

Develop mitigation strategies to address identified risks and threats:

- Implement measures to reduce the likelihood and impact of disruptions to critical functions.

12. Recovery Strategies

Define recovery strategies for each critical business function:

- Identify alternative approaches and solutions to restore operations within acceptable timeframes.

13. Testing and Maintenance

Develop a plan for testing and validating recovery strategies:

- Schedule regular tests and exercises to ensure the effectiveness of recovery plans.
- Establish procedures for updating and maintaining the BIA documentation.

14. Communication Plan

Outline a communication plan for notifying stakeholders and coordinating recovery efforts:

- Define roles and responsibilities for communication during and after a disruptive event.

15. Document Control

Establish procedures for document control and version management:

- Ensure that the BIA documentation is kept up-to-date and accessible to relevant stakeholders.

16. Approval and Sign-off

Obtain approval and sign-off from key stakeholders, including senior management and department heads.

17. Appendices

Include any additional information, charts, or supporting documentation relevant to the BIA process.