Business Impact Analysis

Department Name:					
Department Location:					
Services & Functions:	•		٠	٠	٠
	•		•	•	•
For each function listed above, fill in this form:					
Service:					
Category:		Critical	□ Vital	Necessary	□ Desired

Categorize the business impact for each timeframe. Outage is continuous and occurs at peak business activity:

Time Frame	Catastrophic	Moderate	Minor	Comments
1 Hour				
8 Hours				
48 Hours				
72 Hours				
1 Week				
1 Month				

Human Resources / Staffing Requirements

Name	Position	Phone	Remote Access?	Email	Essential Skill

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Infrastructure and Resource Requirements

Item	Detail
Offices	
Furniture	
Communications	
IT	
Other	

Vital Records

Backups	
Paper	
Electronic	
IT	
Other	

General Comments:

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