**Business Impact Analysis Overview**

How critical are your business functions? How long could your team continue to work without the technology assets and tools that drive productivity every day?

When considering the business impact of loss of any business function which depends on a technology asset, a combination of importance and timing will help determine the appropriate commitment of time and resources (e.g., personnel, funding) to create workarounds, substitutes, or alternatives.

In assessing business impact, ask these questions for each business function:

1. How important is this function to everyday operations?
   1. Critical: function needs to be recovered in less than 1 day.
   2. Necessary: function needs to be recovered in less than 1 week.
   3. Non-critical: function is desirable, but not necessary for day-to-day operations.
2. How long can this function be unavailable before the situation becomes critical?
3. Does the timing of the downtime matter?

*What about Fridays; last Friday of the month; Friday before a holiday weekend?*

1. Is there a substitute or alternative for this function during any downtime?

Use or customize this grid to help drive Business Impact Analysis at your company:

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| --- | --- | --- | --- |
|  |  | **Importance** | |
|  |  | **Required** We need this every day. Without this, work stops. | **Not Required** Needed every week or month. Workarounds are OK for a few days or work can be delayed. |
| **Timing** | **Busy Times** (Q 2 & 3, Fridays, Last Day of Month, Quarter, Year) | Critical | Necessary |
| **Less Busy Times** (Fewer Orders; Fewer Closings Scheduled) | Necessary | Non-Critical |