

# Business Impact Analysis Worksheet


Process description:	
Key roles for this solution:	
Key vendors for the solution:	
Key facilities for the solution:	

<input type="checkbox"/> Direct student support
<input type="checkbox"/> Administrative / operations support
<input type="checkbox"/> Faculty support
<input type="checkbox"/> Technology, communications, and infrastructure support
<input type="checkbox"/> Administration and/or executive support
<input type="checkbox"/> Alumni support
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/> Student Data
<input type="checkbox"/> Financial Data
<input type="checkbox"/> Credit Card Data (PCI)
<input type="checkbox"/> Healthcare Data (HIPAA)
<input type="checkbox"/>
<input type="checkbox"/>

Solution use peak times:	
What Processes Occur During Peak Times?	

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Upstream dependencies: What other functions does this process rely on?	
Downstream dependencies: What functions rely on this process?	

<input type="checkbox"/> Disruption of instruction		
<input type="checkbox"/> Disruption of research		
<input type="checkbox"/> Disruption of services		
<input type="checkbox"/> Disruption of faculty		
<input type="checkbox"/> Disruption of staff		
<input type="checkbox"/> Well-being of students		
<input type="checkbox"/> Well-being of staff/faculty		
<input type="checkbox"/> Payment deadlines not met		
<input type="checkbox"/> Loss of revenue		
<input type="checkbox"/> Legal obligations unmet		
<input type="checkbox"/> Negative reputation		
<input type="checkbox"/>		

<input type="checkbox"/> 0 min	<input type="checkbox"/> < 1 hour	<input type="checkbox"/> < 4 hours	<input type="checkbox"/> < 8 hours	<input type="checkbox"/> < 24 hours
<input type="checkbox"/> < 48 hours	<input type="checkbox"/> < 72 hours	<input type="checkbox"/> < 1 week	<input type="checkbox"/> < 1 month	<input type="checkbox"/> Other
Impact comments:				

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Impact comments:				

Contingency Plans / Procedures		
Manual Workaround		
Vendor Support		