**Business Impact Analysis Report Template**

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Use this template to perform business impact analyses. Formulate questions to elicit responses for insertion into specific categories. Organizing all columns into a spreadsheet simplifies the analysis process. This collection of data facilitates the process of identifying the most critical business functions, the financial and operational impact if they are disrupted, strategies to recover them and time frame targets to achieve recovery.

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| **BU Name** | **Head Count** | **Parent Process** | **Priority Ranking** | **RTO** | **RPO** | **PP Depends on** | **PP Required by** |
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1. Business Unit Name – Self-explanatory
2. Head Count – Number of full-time staff in the business unit
3. Parent Process – Brief description of the principal activities the unit performs, e.g., sales, contractor interface, or investor relationship management
4. Priority Ranking – Subjective ranking of parent process(es) according to criticality to the business unit
5. Recovery Time Objective – Time needed to recover the parent process to business almost as usual following a disruption
6. Recovery Point Objective – Point in time to which parent process work should be restored following a disruption
7. Parent Process Depends On – Names of organizations and/or processes the parent process needs for normal operations
8. Parent Process Required By – Names of organizations and/or processes that need the parent process for normal operations

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| **Sub-Process** | **Priority Ranking** | **RTO** | **RPO** | **SP Depends on** | **SP Required by** | **Quantitative Impact** |
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1. Sub-Process – Brief description of supporting activities the unit performs, e.g., sales analysis, financial analysis
2. Priority Ranking – Subjective ranking of sub-process(es) according to criticality to the business unit
3. Recovery Time Objective – Time needed to recover the sub-process to business almost as usual following a disruption
4. Recovery Point Objective – Point in time to which sub-process work should be restored following a disruption
5. Sub-Process Depends On – Names of organizations and/or processes the sub-process needs for normal operations
6. Sub-Process Required By – Names of organizations and/or processes that need the sub-process for normal operations
7. Quantitative Impact – Financial amount associated with the parent process, e.g., annual revenue generated by the process

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| **Time Needed to Recover Staff** | | | | | |
| **Qualitative Impact** | **< 4 hrs** | **1 day** | **3 days** | **1 week** | **2 weeks** | **> 2 weeks** |
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1. Qualitative Impact – Non-financial impact to the company, e.g., loss of reputation, loss of customers
2. Time Needed to Recover Staff – Indicates how many staff can be recovered to “business almost as usual” within specific time frames

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|  | **Technology / Services Recovery Time** | | | | | |  |
| **Recovery Strategy** | **< 4 hrs** | **1 day** | **3 days** | **1 week** | **2 weeks** | **> 2 weeks** | **Comments** |
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1. Recovery Strategy – Describes actions the business unit can take to recover to a “business almost as usual” state, e.g., work from home, relocate to an alternate area, recover to a hot site
2. Technology / Services Recovery Time – In each space list the critical systems, network services, etc. that must be recovered within the specific time frame
3. Comments – Self-explanatory