Business Impact Analysis Worksheet

A business impact analysis (BIA) is often a key component of a Business Continuity Plan (BCP). A BIA identifies the impact of downtime for various activities and processes. Your BIA should help you determine which functions must continue without interruption, which can be scaled back or shuttered temporarily, and the desired timeframe for recovery and restoration.

Outcomes of a Business Impact Analysis
- Inventory of key agency functions and activities
- Understanding of the time sensitivity of key functions and activities
- Catalog of recovery strategies

Use the chart below to list key functions and activities, their "maximum acceptable downtime," and specific recovery strategies. With respect to the MAD scores, consider using or adapting this framework:

If MAD = 8 hours, this function is **vital.**

If MAD = 24 hours, this function is **critical.**

If MAD = 5 business days, this function is **essential.**

If MAD = 30 calendar days or more, this function is **important.**

Key function or activity	MAD	Recovery timeframe and strategies
Payroll	Critical	Payroll processing can be transferred to our contractor, ADP, with 24 hours' notice.
Client outreach to families	Critical	Back-up points of contact have been identified for the outreach team; if an assigned team member isn't available for client outreach, a text message will notify the back-up team member.
Annual volunteer recognition picnic	Important	If normal operations are disrupted, we will reschedule the picnic for a more convenient time.

Maximum Acceptable Downtime (MAD) Key

*If MAD: 8 hours = **vital***   *24 hours = **critical***   *5 business days = **essential***   *30 calendar days + = **important.***

Key function or activity	MAD	Recovery timeframe and strategies