

Basic BIA

1. Identify Sponsor and Functional Unit managers and alternates; identify people who will provide plan input
2. Identify the reason the ORGANIZATION exists
 - Make a product
 - Meet a mandate
 - Provide services
3. Identify profit centers (functional units which are critical to the organization's success)
4. Identify the key processes used by each functional unit (usually 1 to 10 processes)
5. Identify risks to each of the key processes
 - One risk may apply to multiple processes
 - One process may have multiple risks
 - Do this task in a meeting with all members of the group; other groups
 - Consider the following **SAMPLES** (list is NOT "all inclusive")
 - Customers, critical (those that is lost, impact organization)
 - Documentation (how to)
 - Environment
 - External vendors (including transportation)
 - Financial backers
 - Government (local and up)
 - Image
 - Industry standards
 - Internal vendors (e.g. IT, HR, Finance)
 - Neighbors (other businesses, ports, roads, etc.)
 - Personnel (training, cross-training, availability)
 - Policies & Procedures
 - Production processes
 - Public service (EMTs, fire, police)
 - Regulations
 - Service Level Agreements (internal, external - sets recovery priorities)
 - Utilities (fuel, phone, Internet)
6. Prioritize the identified risks by PROBABILITY vs. IMPACT ON THE ORGANIZATION
7. Identify means to avoid or mitigate the risks
8. Use "Manufacturer's Suggested Retail Price" for pricing to keep level playing field; your client may have special arrangements which you may, or may not, know about.
9. Document your findings
 - Executive Overview
 - Participants (acknowledge your sources - this is critical)
 - Purpose
 - Scope
 - Findings & Recommendations
 - General
 - Findings (What's good, what's at risk)
 - Recommendation (How to avoid/mitigate risk, with costs)
 - Functional Unit 1
 - Findings
 - Recommendation
10. Review finding with Functional Unit Subject Matter Experts (SMEs)
11. Make changes and submit to management

InFORMATION

Create a series of tables in any application that suits the planner and the customers.

Sample tables follow.

Functional Unit Name:
 Manager Name:
 Alternate Manager Name:

Tel:
 Tel:

Email:
 Email:

Table 1 - Functional Unit Critical Processes

| # | Process Name | Process Description (brief) |
|-----|---|-----------------------------|
| 1. | <i>(Use these names consistently throughout effort)</i> | |
| 2. | <i>(May have fewer than 10, rarely more than 10)</i> | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

Table 2 - Process Input & Output

| # | Input from | Delivery Via | Process Name (from Table 1) | Output to | Delivery Via |
|-----|--------------|--------------|-----------------------------|-----------|--------------|
| 1. | (external or | Courier | | | |
| 2. | internal) | Phone | | | |
| 3. | | Mail | | | |
| 4. | | Truck | | | |
| 5. | | etc | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

This gives you an idea of which Functional Unit must have priority in recovery.

| Table 6 - Functional Unit Personnel | | |
|---|--|------------------------|
| | Total Number of Employees in Functional Unit | |
| Skill/Skill Set | # Qualified | # Cross Trained |
| Unit management - manage functional unit tasks, personnel, budget | 2 | 2 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Identifies critical skill sets and number of employees; also assures there is some succession planning & cross-training in place.