

Business Impact Assessment and Planning Tool



Business Name	Date of Assessment	Type of Threat
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Reporting Options				

Business Function	Priority	Vulnerability	Recovery Need	Mitigation Plan
<i>Example: Payroll</i>	<i>Essential</i>	<i>Vulnerable</i>	<i>Medium-Term</i>	<i>Move to a 3rd party payroll system.</i>
Physical Capital/Facilities				
Access/stability of primary business site				
Access/stability of other sites (e.g. warehouse)				
Availability/capacity of building owner(s)				
Security of sites (e.g. alarms/guards/etc.)				
Working condition of equipment				
Operations				
Availability of inventory				
Availability of suppliers/vendors				
Availability of partner businesses/organizations				
Internal shipping and receiving capacity				
Marketing systems (website, etc.)				
Utilities				
Electricity				
Water				
Gas				
Sewage				
Telephone				

Business Function	Priority	Vulnerability	Recovery Need	Mitigation Plan
Internet				
Heat/Cooling				
IT Systems				
Operation of servers/computers				
Operation of payment processing system				
Operation of inventory tracking system				
Operation of receivables/payables tracking system				
Operation of CRM system				
Access to data/records/etc.				
Operation of data security system				
Transportation				
Access to major highways/rail/air				
Access to local surface streets				
Access to transportation providers				
Governance				
Presence of owner for operation				
Presence of board/partners for operation				
Presence of core management team for operation				
Employees/Human Resources				
Availability of operation staff				
Availability of admin/support staff				
Operation of payroll system				
Customers/Market				

Business Function	Priority	Vulnerability	Recovery Need	Mitigation Plan
Availability of buyers/customers				
Reputational quality of local market area				
Demand for the firm's products or services				
Legal/Compliance				
Access to permits/proof of business/records				
Access to lawyer or legal support				
Ability to meet tax requirements				
Ability to meet contractual requirements				
Financial Capital				
Access to cash or bank accounts				
Coverage of losses through insurance/savings				
Availability of accountant				
Proof of assets				
Other				