

Business Impact Analysis Report Template

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Use this template to prepare for and complete a business impact analysis. Prepare questions to obtain responses from interviewees 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.

BU Name	Head Count	Parent Process	Priority Ranking	RTO	RPO	PP Depends On	PP Required By

1. **Business Unit (BU) Name:** Self-explanatory.
2. **Head Count:** Number of full-time employees in the business unit.
3. **Parent Process:** Brief description of the principal activities the unit performs, such as sales, contractor interface or investor relationship management.
4. **Priority Ranking:** Subjective ranking of parent process(es) according to criticality to the business unit, for example, a 1-5 scale where 1 = low and 5 = high.
5. **Recovery Time Objective (RTO):** Time needed -- minutes, hours or days -- to recover the parent process to a functional state following a disruption.
6. **Recovery Point Objective (RPO):** Point in time to which parent process work such as data files and databases should be restored following a disruption.
7. **Parent Process (PP) Depends On:** Names of organizations, processes, people and technologies the parent process needs for normal operation.
8. **Parent Process Required By:** Names of organizations and/or processes that need the parent process for normal operation.

Sub-Process	Priority Ranking	RTO	RPO	SP Depends On	SP Required By	Quantitative Impact

1. **Sub-Process:** Brief description of supporting activities the unit performs, such as sales and financial analysis.

2. **Priority Ranking:** Subjective ranking of sub-process(es) according to criticality to the business unit, for example, a 1-5 scale where 1 = low and 5 = high.
3. **RTO:** Time needed -- minutes, hours or days -- to recover the sub-process to a functional state following a disruption.
4. **RPO:** Point in time to which sub-process work such as data files and databases should be restored following a disruption.
5. **Sub-Process (SP) Depends On:** Names of organizations, processes, people and technologies the sub-process needs for normal operation.
6. **SP Required By:** Names of organizations and/or processes that need the sub-process for normal operation.
7. **Quantitative Impact:** Financial amount associated with the parent process, such as annual revenue generated by the process.

Qualitative Impact	Time Needed to Recover Staff					
	Less than 4 hours	1 day	3 days	1 week	2 weeks	More than 2 weeks

1. **Qualitative Impact:** Nonfinancial impact to the company, such as loss of reputation or customers.
2. **Time Needed to Recover Staff:** Indicates how many employees can be recovered to a functional level within specific time frames.

Recovery Strategy	Technology/Services Recovery Time						Comments
	Less than 4 hours	1 day	3 days	1 week	2 weeks	More than 2 weeks	

1. **Recovery Strategy:** Describes actions the business unit can take – such as work from home, relocate to an alternate work area -- to recover to a functional state.
2. **Technology/Services Recovery Time:** In each space list the critical systems, network services and so on that must be recovered within the specific time frame.
3. **Comments:** Self-explanatory.