**Yale Business Continuity Planning**

**Essential Function and Business Impact Analysis Worksheet**

***Instructions:*** *Complete one worksheet for each essential function for your department or unit.*

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| **Organization or Department** |  |
| **Essential Function** |  |
| **Brief Description***What is this function responsible for? What does it accomplish?* |  |
| **Priority Rating + RTO***RTO =Recovery Time Objective (Maximum time this function can be down before significant problems would occur)* | **Rating** | **Description** | **RTO** |
| ❑ Critical | Directly impacts Life, Health, Safety, or Security. Cannot stop. | < 4 Hours |
| ❑ High | Must continue at normal or increased level. Pausing for more than 24 hours may cause significant consequences or serious harm. | < 24 Hours |
| ❑ Medium | Must continue if at all possible, perhaps in reduced mode. Stopping for more than one week may cause major disruption. | < 1 Week |
| ❑ Low | May be suspended for up to one month without causing significant disruption. | < 1 Month |
| ❑ Deferrable | May pause and resume when conditions permit. | > 1 Month |
| **Key Personnel****for this function** | Primary:Alternate:Alternate: |
| **Key Roles required to perform the function** *(Admin Asst., RN, manager, financial analysis, etc.)* |  |
| **Vendors vital to this function** |  |
| **RESOURCE REQUIREMENTS**  |
| **Required ITS Products and Services** | ❑ Network Services ❑ Yale Connect (Email) ❑ Telecom ❑ CAS ❑ VPN ❑ EpicOthers: |
| **Required ITS Applications**  |  |
| **Essential External Websites** |  |
| **Required Facilities** |  |
| **Vital Records and****Private Information** |  |
| **DEPENDANCIES and PEAK PERIODS** |
| ***Upstream Dependencies*** *Other departments vital to this function that you rely on.* |  |
| ***Downstream Dependencies*** *Other departments that rely* *on this Function* |  |
| **Peak Periods***Significant or demanding months* *for this function* |  |

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| **HARMFUL CONSEQUENCES** |
| Suppose the essential function is not resumed quickly following a major disruption or disaster. Which of the listed harmful consequences might occur and how long after the disaster might the harm begin to occur? Check (X) the box to indicate when harm might occur. Select N/A if the consequence does not apply to the essential function you are evaluating.  |
| ***Possible Harmful Consequence*** | ***How long after a disaster might the harm occur?*** |
| **N/A** | **0-2****Days** | **1****Week** | **2****Weeks** | **3****Weeks** | **4****Weeks** | **> 4****Weeks** | **Comments** |
| 1 | Disruption of teaching?  |  |  |  |  |  |  |  |  |
| 2 | Disruption of research? |  |  |  |  |  |  |  |  |
| 3 | Departure of faculty? |  |  |  |  |  |  |  |  |
| 4 | Departure of staff? |  |  |  |  |  |  |  |  |
| 5 | Departure of students?  |  |  |  |  |  |  |  |  |
| 6 | Well-being of staff/faculty? |  |  |  |  |  |  |  |  |
| 7 | Well-being of students? |  |  |  |  |  |  |  |  |
| 8 | Payment deadlines unmet by campus? |  |  |  |  |  |  |  |  |
| 9 | Loss of revenue to campus? |  |  |  |  |  |  |  |  |
| 10 | Legal obligations unmet by campus? |  |  |  |  |  |  |  |  |
| 11 | Legal harm to the University? |  |  |  |  |  |  |  |  |
| 12 | Impact on other campus unit(s)? |  |  |  |  |  |  |  |  |
| 13 | Impact on important business partner(s)? |  |  |  |  |  |  |  |  |
| 14 | Impact on Yale’s brand image?  |  |  |  |  |  |  |  |  |
| 15 | Function Without Power? |  |  |  |  |  |  |  |  |
| 16 | Other harmful consequence?  |  |  |  |  |  |  |  |  |

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| **FINANCIAL IMPACTS** |
| Suppose the essential function is not resumed quickly following a disaster. What might be the financial consequences for each time period, if any, if this function is not restored? Check (X) the box to indicate the possible financial impact. |
| **Loss of Revenue***How much revenue would the department or the university loose in each time period* | **None** | **< $10k** | **$10k - $50k** | **$50k - $250k** | **$250k - $500k** | **>$500k** |
| Up to 1 Week:  |  |  |  |  |  |  |
| 1 - 4 Weeks: |  |  |  |  |  |  |
| 1 - 3 Months: |  |  |  |  |  |  |
| 3 - 6 Months: |  |  |  |  |  |  |
| **Delayed Receipts***If unknown, skip this section.* | **None** | **< $10k** | **$10k - $50k** | **$50k - $250k** | **$250k - $500k** | **>$500k** |
| Up to 1 Week:  |  |  |  |  |  |  |
| 1 - 4 Weeks: |  |  |  |  |  |  |
| 1 - 3 Months: |  |  |  |  |  |  |
| 3 - 6 Months: |  |  |  |  |  |  |
| **Operational Costs***Costs the department or university might incur if the function is not restored quickly? Skip if unknown.* | **None** | **< $10k** | **$10k - $50k** | **$50k - $250k** | **$250k - $500k** | **>$500k** |
| Up to 1 Week:  |  |  |  |  |  |  |
| 1 - 4 Weeks: |  |  |  |  |  |  |
| 1 - 3 Months: |  |  |  |  |  |  |
| 3 - 6 Months: |  |  |  |  |  |  |