



BUSINESS IMPACT ANALYSIS TEMPLATE

Prepared for the Business Continuity Workshop at the 2024 AMCHAM HSSE Conference

Note: This template is intended to help identify and evaluate the impact of potential disruptions on critical business functions and outline an action plan for business continuity.

Disclaimer:

This Business Impact Assessment (BIA) Template is intended as a general guide for small and medium enterprises (SMEs) to assist in assessing the potential impacts of business disruptions. It is provided for informational and educational purposes only and should not be construed as professional or legal advice.

While every effort has been made to ensure the accuracy and completeness of the information contained in this template, it may not encompass all specific requirements, risks, or unique conditions applicable to your organization.

Users of this template should consult with qualified professionals, such as business continuity planners, risk management advisors, or legal counsel, to tailor the assessment to their specific business needs, industry standards, and regulatory requirements.

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By using this BIA template, you acknowledge and accept that it is solely a starting point and does not replace a comprehensive, personalized business continuity plan.



OVERVIEW

Purpose of the BIA:

This Business Impact Assessment (BIA) template aims to assist small and medium sized businesses systematically evaluate the ***potential impacts of disruptive events on critical business functions***. It provides a structured approach to identify essential operations, assess risks, and determine the impact on the organization's ability to operate.

BUSINESS FUNCTION AND PROCESS IDENTIFICATION

Business Function	Description	Department Owner
Function 1	Brief description of the function and its importance to the organization	Department and person responsible
Function 2	Brief description of the function and its importance to the organization	Department and person responsible
Function 3	Brief description of the function and its importance to the organization	Department and person responsible

IMPACT ASSESSMENT

Assess the impact of each function's disruption over different timeframes. This helps prioritize which functions are critical and need quick recovery.

Business Function	Impact After 1 Day	Impact After 1 Week	Impact After 1 Month
Function 1	Brief description of the immediate impact	Brief description of short-term impact	Description of long-term impact
Function 2	Brief description of the immediate impact	Brief description of short-term impact	Description of long-term impact
Function 3	Brief description of the immediate impact	Brief description of short-term impact	Description of long-term impact

FINANCIAL IMPACT ASSESSMENT

Estimate the financial impact of disruptions to each function, considering costs from lost revenue, additional expenses, fines, or contractual penalties (TTD or USD)

Business Function	Estimated Financial Loss (Daily)	Estimated Financial Loss (Weekly)	Comments
Function 1	\$X	\$Y	Any additional notes
Function 2	\$X	\$Y	Any additional notes
Function 3	\$X	\$Y	Any additional notes

RECOVERY REQUIREMENTS

Outline the resources and actions required to restore critical functions within an acceptable timeframe.

Business Function	Recovery Time Objective (RTO)	Resources Needed	Key Contacts
Function 1	E.g., 1 day	Equipment, personnel, data access	Contact name, phone, email
Function 2	E.g., 3 days	Equipment, personnel, data access	Contact name, phone, email
Function 3	E.g., 1 week	Equipment, personnel, data access	Contact name, phone, email

DEPENDENCIES AND INTERDEPENDENCIES

List any dependencies for each function, including vendors, systems, or internal departments, to identify any weak points in your continuity plan.

Business Function	Dependency	Dependency Description	Comments
Function 1	Dependency (e.g., IT systems)	Description of dependency	Any additional notes
Function 2	Dependency (e.g., Supplier A)	Description of dependency	Any additional notes
Function 3	Dependency (e.g., Personnel)	Description of dependency	Any additional notes

RISK AND MITIGATION STRATEGIES

Identify the potential risks for each function and document strategies to mitigate those risks.

Business Function	Risk	Impact	Mitigation Strategy
Function 1	Risk (e.g., Data Loss)	High/Medium/Low	Backup systems, cloud storage
Function 2	Risk (e.g., Power Outage)	High/Medium/Low	Generators, UPS systems
Function 3	Risk (e.g., Staff Shortage)	High/Medium/Low	Cross-training, temp staff

ACTION PLAN

Summarize the actions that need to be taken to ensure continuity, specifying responsible parties and timelines.

Action Item	Description	Responsible Party	Due Date
Action 1	Description of task	Person or team	Date
Action 2	Description of task	Person or team	Date
Action 3	Description of task	Person or team	Date

SIGN OFF & APPROVALS

Prepared By		Approved By	
Name		Name	
Position		Position	
Date		Date	