**Business Imact Analysis Worksheet**

**Department Name:** Administration

**Physical Location:**

**Department Manager:**

**About the Department:**

|  |  |  |
| --- | --- | --- |
| Service | Impacts of Interruption | Maximum Allowable Downtime |
| 1. **Finance**
 |  |  |
| 1. **Human Resource**
 |  |  |
| 1. **Payroll**
 |  |  |
| 1. **Accounts Receivable**
 |  |  |
| 1. **Accounts Payable**
 |  |  |
| 1. **Education**
 |  |  |
| 1. **Membership**
 |  |  |
| 1. **Communications**
 |  |  |
| 1. **Information Technology**
 |  |  |

**Resources:**

1. Personnel -
2. Facilities –
3. Equipment –
4. Communication Systems –
5. Information Technology Systems -
6. Electronic Data –
7. Vital Paper Records -
8. Vehicles and Fuel –
9. Utilities –
10. Funds –