

SFT: Business Impact Analyses

1.0 Aims & Objectives

Aim: To analyse key activities and services.

Objectives:

1. Prioritise activities
2. Identify impact over time of activity disruption
3. Analyse resources required and stakeholder expectations of delivering the service
4. Assess risks associated with maintaining activities through disruption

1.1 Structure of team / department

<Insert team structure

1.2 Summary of prioritised activities

Priority	Activity	Comment

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1.3 <add name of activity>

Activity / Service	Priority	Max. Tolerable Period Disruption		RTO	Analyses			
		Time	Impact		Resources	Stakeholder expectations (internal external)	Options for reducing activity	
	1	0-1hr	• <add from list>		People	• <add> • <add>	• <add> • <add> • <add>	What is acceptable: • <add> • <add> • <add>
	2	1-6 hrs	• <add from list>		Skills	• <add> • <add>		
	3	6-24 hrs (1 day)	• <add from list>		Info	• <add> • <add>		
	4	72hrs (3 day)	• <add from list>		Tech	• <add> • <add>		
	5	5 days	• <add from list>		Premises	• <add> • <add>		
Does priority of activity change at certain times of month / year? Y/N • <if yes add detail>								
Additional comments / specific impacts (bullet pointed): • <add> • <add>								

1.4 <add name of activity>

Activity / Service	Priority	Max. Tolerable Period Disruption		RTO	Analyses			
		Time	Impact		Resources	Stakeholder expectations (internal external)	Options for reducing activity	
	1	0-1hr	• <add from list>		People	• <add> • <add>	• <add> • <add> • <add>	What is acceptable: • <add> • <add> • <add>
	2	1-6 hrs	• <add from list>		Skills	• <add> • <add>		
	3	6-24 hrs (1 day)	• <add from list>		Info	• <add> • <add>		
	4	72hrs (3 day)	• <add from list>		Tech	• <add> • <add>		
	5	5 days	• <add from list>		Premises	• <add> • <add>		
Does priority of activity change at certain times of month / year? Y/N • <if yes add detail>								
Additional comments / specific impacts (bullet pointed): • <add>								

1.5 <add name of activity>

Activity / Service	Priority	Max. Tolerable Period Disruption		RTO	Analyses			
		Time	Impact		Resources	Stakeholder expectations (internal external)	Options for reducing activity	
	1	0-1hr	• <add from list>		People	• <add> • <add>	• <add> • <add> • <add>	What is acceptable: • <add> • <add> • <add>
	2	1-6 hrs	• <add from list>		Skills	• <add> • <add>		
	3	6-24 hrs (1 day)	• <add from list>		Info	• <add> • <add>		
	4	72hrs (3 day)	• <add from list>		Tech	• <add> • <add>		
	5	5 days	• <add from list>		Premises	• <add> • <add>		
Does priority of activity change at certain times of month / year? Y/N • <if yes add detail>								
Additional comments / specific impacts (bullet pointed): • <add>								

1.6 Risk Assessment

Activity	Issue / risk	Existing Controls	Risk (C x L)	Action	Owner