



<PROJECT NAME>

BUSINESS IMPACT ANALYSIS

Version <1.0>
<mm/dd/yyyy>

VERSION HISTORY

[Provide information on how the development and distribution of the Business Impact Analysis was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	<reason>

UP Template Version: 06/30/08

Note to the Author

*[This document is a template of a **Business Impact Analysis** document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.]*

- *Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
- *Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.*
- *Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.*

When using this template for your project document, it is recommended that you follow these steps:

1. *Replace all text enclosed in angle brackets (e.g., <Project Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):*
 - a. *Select File>Properties>Summary and fill in the Title field with the Document Name and the Subject field with the Project Name.*
 - b. *Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.*
 - c. *After you click OK to close the dialog box, update the fields throughout the document with these values by selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers.*
2. *Modify boilerplate text as appropriate to the specific project.*
3. *To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.*
4. *To update the Table of Contents, right-click and select "Update field" and choose the option- "Update entire table"*
5. *Before submission of the first draft of this document, delete this "Notes to the Author" page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]*

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1 INTRODUCTION

1.1 PURPOSE

The Business Impact Analysis (BIA) is an essential step in the development of a contingency/disaster recovery plan.

[Enter purpose of this specific BIA]

2 SYSTEM INFORMATION

Date: *<Enter date BIA completed>*

Point of Contact (POC): *<Enter BIA POC>*

Organization: *<Enter Organization>*

System Name: *<Enter name>*

System Manager: *<Enter manager>*

System Description: *<Enter description>*

2.1 POINTS OF CONTACT

[Enter the name and description of individuals, positions, offices, etc of points-of-contact related to the content contained within this BIA.]

Internal Contacts

- **<Enter Name>**: *<Enter description of role as it relates to this BIA>*
- **<Enter Name>**: *<Enter description of role as it relates to this BIA>*
- **<Enter Name>**: *<Enter description of role as it relates to this BIA>*

External Contacts

[Enter the name and description of individuals, positions, offices, etc of points-of-contact related to the content contained within this BIA.]

- **<Enter Name>**: *<Enter description of role as it relates to this BIA>*
- **<Enter Name>**: *<Enter description of role as it relates to this BIA>*
- **<Enter Name>**: *<Enter description of role as it relates to this BIA>*

2.2 SYSTEM RESOURCES

[Enter the category, name, and description of resources related to, referenced, and/or analyzed within as part of this BIA.]

Hardware

- **<Enter Name>**: *<Enter description of resource>*
- **<Enter Name>**: *<Enter description of resource>*
- **<Enter Name>**: *<Enter description of resource>*

Software

- **<Enter Name>**: *<Enter description of resource>*
- **<Enter Name>**: *<Enter description of resource>*
- **<Enter Name>**: *<Enter description of resource>*

Other

- **<Enter Name>**: <Enter description of resource>
- **<Enter Name>**: <Enter description of resource>
- **<Enter Name>**: <Enter description of resource>

2.3 CRITICAL CONTACTS AND RESOURCES

[Relate critical contacts, their roles, and critical resources from the content entered into the previous two sections and relate them to each other.]

Critical Contacts/Roles	Critical Resources
<Enter Name>	<ul style="list-style-type: none">• <Enter critical resource name>• <Enter critical resource name>• <Enter critical resource name>
	<ul style="list-style-type: none">•

2.4 DISRUPTION IMPACT

[Identify disruption impacts and allowable outage times. Characterize the impact on critical roles if a critical resource is unavailable. Identify the maximum acceptable period that the resource could be unavailable before unacceptable impacts resulted.]

Resource	Outage Impact	Allowable Outage
<Enter Resource Name>	<Enter description of outage impact>	<Enter description of allowable outage time>

2.5 RESOURCE RECOVERY PRIORITY

[List the order of recovery priority for all resources Identified earlier in this document. Identify and describe an appropriate priority scale such as high, medium, low; 1, 2, 3; etc.]

Priority	Resource	Comments
<priority>	<Enter Resource Name>	<Enter additional comments >

Appendix A: Business Impact Analysis Approval

The undersigned acknowledge they have reviewed the <Project Name> **Business Impact Analysis** and agree with the approach it presents. Changes to this **Business Impact Analysis** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Implementation Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

Signature: _____ Date: _____
Print Name: _____
Title: _____
Role: _____

APPENDIX B: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
<i><Document Name and Version Number></i>	<i>[Provide description of the document]</i>	<i><URL or Network path where document is located></i>

APPENDIX C: KEY TERMS

[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

The following table provides definitions for terms relevant to this document.

Term	Definition
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>
<i>[Insert Term]</i>	<i>[Provide definition of the term used in this document.]</i>