# Business Impact Analysis

As part of Business Continuity Planning, the purpose of completing a Business Impact Analysis is to identify critical activities, the impact of these activities failing and the recovery objectives for them.

The analysis takes part in two stages. In the first stage you need to identify the activities that are critical to your area of the University. In the second stage you go into more detail for each of the identified activities to document the impact(s) if the activity cannot be carried out and the recovery requirements. You will also identify your reliance on other areas of the University or on external organisations.

You must complete each activity analysis with as much detail as possible. If you have any questions regarding this, contact the Head of Safety, Environment and Continuity on 7079 who will provide support and assistance as required.

# Identify Critical Activities

Please provide information about yourself -

|  |  |
| --- | --- |
| Name of Department: |  |
| Completed by: |  |
| Completed on: |  |

Please list all of the activities identified for your Department (examples of activities could be ‘Teaching of undergraduate students’ or ‘Marking exams’ for Faculties or ‘Paying Invoices’ or ‘Resolving faults’ for Service Areas), prioritise them and identify the critical ones

|  |  |  |
| --- | --- | --- |
| Activity | Priority | Critical? |
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Once all critical activities have been identified, please complete a separate Activity Analysis (see the next page) for each critical activity. It may be necessary to have different people complete each analysis.

# Activity Analysis

Please provide information of the activity and the people doing the analysis below.

|  |  |
| --- | --- |
| Activity Name |  |
| Activity Description |  |
| Activity Analysis completed by |  |

Now please provide information on the following aspects of the activity thinking both of ‘normal’ requirements and ‘minimum acceptable’ requirements, where ‘normal’ requirements are those that are necessary for the successfully completion of the activity under business as usual conditions and ‘minimum acceptable’ requirements are those that are required to provide the under all circumstances regardless of any in progress incident.

|  |  |  |
| --- | --- | --- |
|  | Business as usual requirement | Minimum acceptable requirement |
| People required to complete the activity* Number
* Required skills training/
 |  |  |
| Systems required for activity (e.g. Agresso, SITS, Teams) |  |  |
| Equipment required for activity (e.g. computers, rooms, specialist labs) |  |  |

Now please provide additional information on other aspects of / for the activity.

|  |  |
| --- | --- |
| Normal location(s) of activity and alternative location (if any) |  |
| Known single points of failure |  |
| Existing Mitigations |  |
| Expected busy or priority periods during the year |  |
| Who relies on this activity (e.a. students, other specific department) |  |
| Who does this activity rely on (internal to the University) |  |
| Who does this activity rely on (external suppliers or contractors) |  |

Now please consider the possible impacts of this activity not being carried out.

|  |  |
| --- | --- |
| What is the reputations impact of not carrying out this activity |  |
| What is the financial impact of not carrying out this activity (short and/or long term) |  |
| Are there any health and safety issues if this activity is not carried out (please provide details) |  |
| Is this activity covered by legislative requirements (please specify) |  |
| Any other likely impacts |  |

If there is any additional information which is relevant to this activity, but not already covered above, please include it below.

|  |  |
| --- | --- |
| Additional information |  |

Finally, please consider the timescales in which this activity must be resumed at both the ‘minimum acceptable’ level and the ‘normal’ level in the event of an incident which caused disruption (please select only one from each)

|  |  |
| --- | --- |
| Minimum acceptable resumption timescale | [ ]  Less than 4 hours[ ]  Less than 1 day (but more than 4 hours)[ ]  Less than 3 days (but more than 1 day)[ ]  Less than 1 week (but more than 3 days)[ ]  Less than 2 weeks (but more than 1 week)[ ]  Longer than 2 weeks |
| Normal resumption timescale | [ ]  Less than 4 hours[ ]  Less than 1 day (but more than 4 hours)[ ]  Less than 3 days (but more than 1 day)[ ]  Less than 1 week (but more than 3 days)[ ]  Less than 2 weeks (but more than 1 week)[ ]  Longer than 2 weeks |