# Business Impact Analysis Questionnaire

1. Please name your department and describe its functions.

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1. How large is the department? How many people are on staff there and how many hours per week do they work? Are there any seasonal peaks that affect your volume?

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1. Please list all key processes performed by your department. In this list, also include the Recovery Time Objective (how quickly this process must be restored) and the Recovery Point Objective (how much data can be lost), whether it can be performed manually, and for how long, and if there are any special equipment or computer systems necessary to the process. Please also list a quantitative (money lost) and qualitative (how it hurts the running of the business) impact estimate for each key process.

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| Key Processes | Recovery Time Objective | Recovery Point Objective | Manually | Special Equipment | Quantitative | Qualitative |
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1. Please identify any legal or other requirements that would be negatively impacted through the loss of one of these key processes. Examples include any state licensing, customer service problems, and OSHA.

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1. Please list all departments or businesses that are interdependent upon your own department, both internal and external. Include what business process is affected, what information is input, from where it is received, what data is part of the output, and where is it sent.

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1. Please list any records or data in your department that you feel are vital to the overall running of both your department and the company as a whole.

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1. Please provide any other additional information you feel is relevant for you department. This can include any potential changes to your department over the next year, any data backup information, or any other vital information.

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