***Impact Assessment Template***

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**About this Document**

**Business Impact Assessment**

**<Project Name>**

**Version: <xxxx>**

**Date: DD/MM/YYYY**

**Version History**

*Provide information on how the development and distribution of the 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>** |
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**Introduction**

**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]*

**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>

**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>

**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>

**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>* | * *<Enter critical resource name>*
* *<Enter critical resource name>*
* *<Enter critical resource name>*
 |
|  |  |

**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>* |
|  |  |  |

**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: Approval**

*The undersigned acknowledge they have reviewed the and agree with the approach it presents. Changes to this 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:** |  |  |  |

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| --- | --- | --- | --- |
| **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** |
| <Document Name and Version Number> | [Provide description of the document] | <URL or Network path where document is located> |
|  |  |  |

**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.*

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

|  |  |
| --- | --- |
| **Term** | **Definition** |
| [Insert Term] | [Provide definition of the term used in this document.] |
| [Insert Term] | [Provide definition of the term used in this document.] |
| [Insert Term] | [Provide definition of the term used in this document.] |