

Business Impact Analysis (BIA) Template

[TEMPLATE TEXT:

This is just a example on what to put into a BIA.

Considerations for additional information is if its under GDPR regulations or External delivery (fx NIS2 requirements)

References:

<https://www.forbes.com/advisor/business/gap-analysis-template/>

<https://www.cascade.app/blog/gap-analysis>

Inspiration

<https://templatelab.com/gap-analysis-templates/>

TLP: **TLP:AMBER**

LINK DK : <https://www.cfcs.dk/da/handelser/traffic-light-protocol/>

LINK EN: <https://www.first.org/tlp/>

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[Company Name]

Business Impact Assessment (BIA)

Revision X.X

Responsible: [Management name]

System owner: [name]

1. Introduction

- Purpose of the BIA
- Scope of the BIA

2. Business Unit Information

- Business Unit Name:

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- Key Personnel:
- Contact Information:

3. Critical Functions and Processes

- List of critical business functions and processes
- Description of each function/process

4. Dependencies

- Internal dependencies (within the company)
- External Dependencies and Partners
 - List of key external partners and suppliers
 - Description of services/products provided
 - Contact information for each partner
 - Assessment of the impact of potential disruption from each partner

5. Impact Assessment

- Financial Impact (revenue loss, extra expenses, etc.)
- Operational Impact (delayed production/services, efficiency loss, etc.)
- Customer Impact (service interruption, customer dissatisfaction, etc.)
- Regulatory/Compliance Impact

6. Recovery Time Objectives (RTO)

- Maximum acceptable downtime for each critical function/process

7. Recovery Point Objectives (RPO)

- Acceptable data loss in case of disruption

8. Recovery Strategies

- Strategies for recovery of critical functions and processes
- Alternative operating procedures
- Contingency Plans for Partner Disruptions
 - Alternate suppliers/partners
 - Legal or contractual safeguards
 - Communication plans for coordination with partners during disruptions

9. Resource Requirements

- Personnel
- Technology (hardware, software, data)
- Facilities
- Other Resources

10. Plan Development and Maintenance

- Procedures for updating and maintaining the BIA
- Frequency of review and updates

11. Approval and Implementation

- Sign-off from key stakeholders
- Implementation plan

Instructions for Use:

- **Gather Information:** Include data related to external partners and suppliers.
- **Analyze Data:** Understand how external partners influence critical operations and the impact of potential disruptions in their services.
- **Document and Review:** Ensure that considerations for external partners are documented and reviewed by key stakeholders.
- **Update Regularly:** Keep the information about external partners current, especially as relationships and dependencies change.