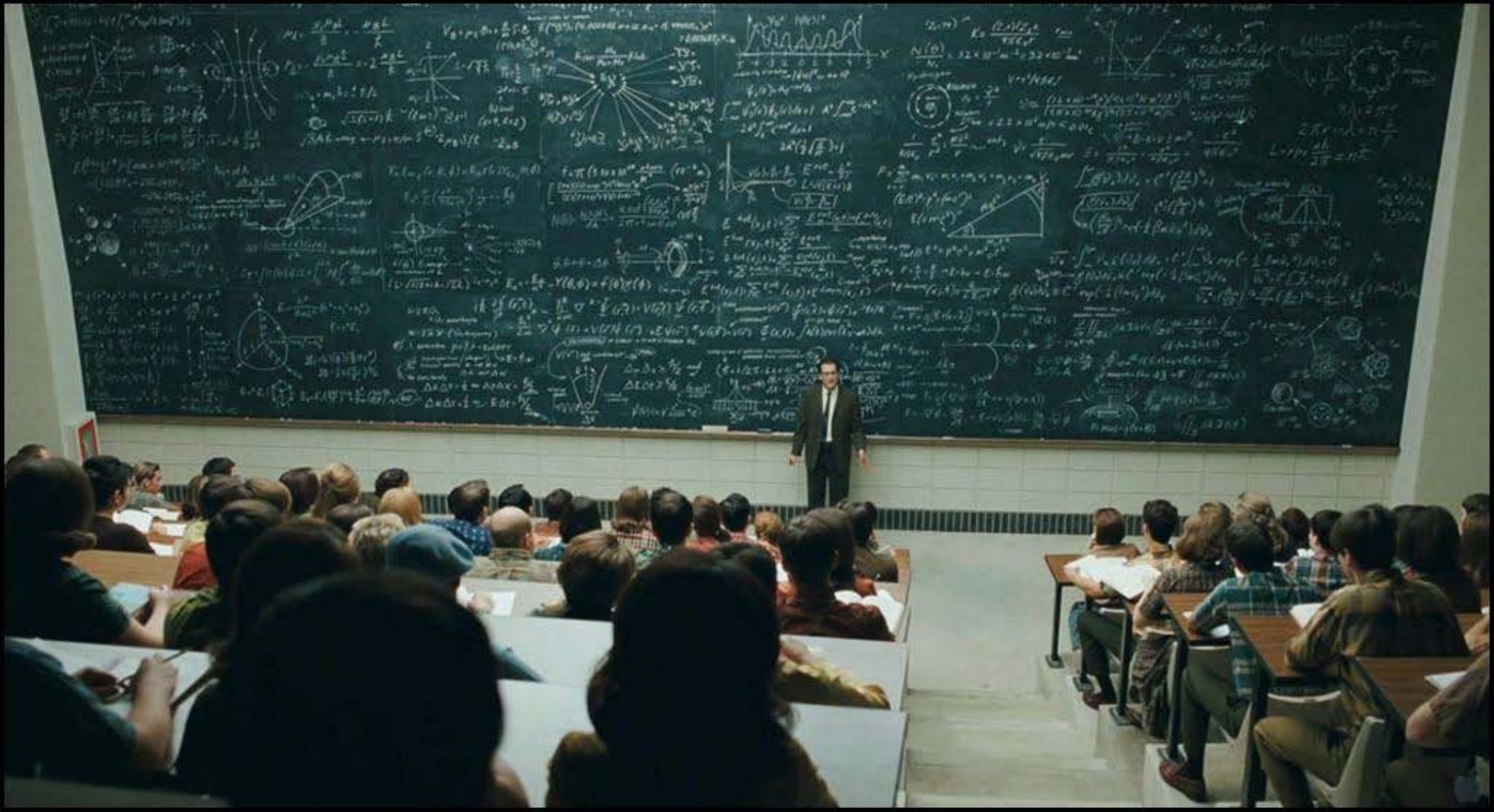


Business Impact Assessment

One Step At A Time



This is the inherent simplicity of the BIA project!

Presentation Overview

- Continuity Concerns !
- BC Plan Products
- BIA Phases
- Benefits of this Approach

Business & Government Continuity Management Concerns

- *When will an interruption become intolerable?*
- *What about our data?*
- *What to do first? (with limited resources)*
- *How much will we need?*
- *What do we depend upon?*
- *Who depends on us?*
- *Where will we go?*
- *Who will do all this?*

Products of a Business Continuity Plan

Who – What – When – Where – How

- A key source of this information is the BIA
- The BIA is a foundational activity in the BC process
- The BIA must be done and it must be done effectively

BIA Steps

1. Establish a Scope and Objectives for the BIA
2. Obtain Senior Management Approval
3. Designate a team
4. Design a methodology and test it!
5. Gather and compile information
6. Analyze outcomes
7. Prepare the report with recommendations

Step 1 *Scope for the BIA*

- All business units and departments should be involved
 - It is difficult to conduct a BIA for one organizational entity due to the intra-dependencies across all the business units
- Decide what information you will collect on the first and subsequent BIA
 - RTO, ~~RPO~~, Dependencies, Resources

Step 1 *Objective for the BIA*

Example:

- Collect valid data from credible sources to determine the time criticality of services and products and their associated dependencies.

Step 2 *Approval*

- Get the Scope and Objectives signed by the Executive sponsor
- Just like any other project!
- Do not proceed without this approval!

Step 3 Designate a Team

- Business function representatives approved by Steering Committee
- Provide training on BIA concepts
- Practice data collection on a focus group
- Ensures consistency

Step 4 Design a Methodology

- No text book method; design for your needs
- Usual combination of questionnaires, workshops and interviews depending on need
- Test the methodology on a focus group
- Understand that it is time consuming

BIA Awareness Communication

- Integral to Step 4
- Communicate to management:
 - Reason and authority for the BIA
 - Perception of work importance is a non-issue
 - Time criticality and prioritization
 - Gather dependency and resource data

Step 5 Gather & Compile Information

- Spreadsheet lends itself to this effort
- Organize by business unit or logical entity
- Review results with the data providers and their supervisors

Step 6 Analyze Outcomes

- Analysis is an overstatement
- Use the results to prioritize the next steps and get executive approval
- Next steps:
 - Assess potential recovery methods
 - Prioritize response and recovery efforts based on time criticality

Step 7 Prepare a Report with Recommendations

- Summary of the data collected
- Reference to means of examining the complete data
- State how the data will be used
- Describe next steps
- Seek approval for next BC phase

Benefits of this Approach

- Permits each step to be managed uniquely
- Allows team to focus on one aspect of the BIA and not become overwhelmed
- Provides an opportunity to check-in with sponsor after each step
- Provides a significant portion of the plan content