



Sample Business Impact Analysis (BIA) Document Template

This template is designed to help organizations assess the potential impact of disruptions on their business activities and prioritize recovery efforts. Please note that this is a simplified example, and actual BIA documents may vary based on the specific needs and complexity of the organization.

Business Impact Analysis (BIA) Document

Organization Name: [Enter Organization Name]

Date of Assessment: [Enter Date]

Prepared by: [Enter Name/Title]

Introduction: The purpose of this Business Impact Analysis (BIA) is to identify and assess the potential impacts of disruptions on critical business activities within [Organization Name]. The information gathered in this analysis will be used to prioritize recovery efforts and develop effective business continuity strategies.

1. Business Activities:

Activity/Function	Description	Criticality (High/Medium/Low)	Dependency (Internal/External)
[Activity 1]	[Description of Activity 1]	[High/Medium/Low]	[Internal/External]
[Activity 2]	[Description of Activity 2]	[High/Medium/Low]	[Internal/External]
[Activity 3]	[Description of Activity 3]	[High/Medium/Low]	[Internal/External]
...



2. Impact Assessment:

a. Financial Impact:

- Estimate the financial impact of disruptions on each business activity, including revenue loss, increased costs, and potential fines or penalties.
- Consider factors such as lost sales opportunities, operational expenses, and contractual obligations.

b. Operational Impact:

- Assess the operational consequences of disruptions, such as delays in product/service delivery, reduced productivity, and customer service disruptions.
- Identify any dependencies between business activities and assess the cascading effects of disruptions.

c. Reputational Impact:

- Evaluate the potential impact of disruptions on the organization's reputation and brand image.
- Consider how customer trust, stakeholder confidence, and market perception may be affected by service interruptions or failures.

3. Recovery Time Objectives (RTOs):

- Determine the maximum acceptable downtime for each critical business activity.
- Establish recovery time objectives (RTOs) based on the time required to resume operations and minimize the impact of disruptions.

4. Risk Mitigation Strategies:

- Identify potential risks and vulnerabilities associated with each business activity.
- Develop risk mitigation strategies and controls to reduce the likelihood and impact of disruptions.

5. Priority Ranking:

- Based on the assessment of criticality, dependency, and impact, prioritize business activities for recovery efforts.



- Assign priority levels (e.g., High/Medium/Low) to each activity to guide resource allocation and planning.

6. Recommendations:

- Provide recommendations for implementing business continuity measures and improving resilience against potential disruptions.
- Outline specific actions to address identified risks and vulnerabilities and enhance preparedness for future incidents.

Conclusion: The Business Impact Analysis (BIA) conducted for [Organization Name] provides valuable insights into the potential impacts of disruptions on critical business activities. By prioritizing recovery efforts and implementing proactive risk mitigation strategies, [Organization Name] can enhance its resilience and ensure continuity of operations in the face of unforeseen events.