



BUSINESS IMPACT ANALYSIS WORKSHEET

Department / Function / Process _____

Operational & Financial Impacts

Timing / Duration	Operation Impacts	Financial Impact

Timing

Identify point in time when interruption would have greater impact (e.g., season, end of month/quarter, etc.)

Duration

Identify the duration of the interruption or point in time when the operational and or financial impact(s) will occur.

- < 1 hour
- >1 hr. < 8 hours
- > 8 hrs. <24 hours
- > 24 hrs. < 72 hrs.
- > 72 hrs.
- > 1 week
- > 1 month

Considerations
(customize for your business)

Operational Impacts

- Lost sales and income
- Negative cash flow resulting from delayed sales or income
- Increased expenses (e.g., overtime labor, outsourcing, expediting costs, etc.)
- Regulatory fines
- Contractual penalties or loss of contractual bonuses
- Customer dissatisfaction or defection

- Delay executing business plan or strategic initiative

Financial Impact

Quantify operational impacts in financial terms.