

Critical Activity Impact Analysis - Interview Outline

Department: _____

Date Completed:

Superintendent / Manager / Coordinator: _____

1. What are your essential critical activities?
(What must be done, What must keep functioning)

Enter details and brief description in column A of attached form.

2. What are the critical activity enabling processes?
(What activities or process are required to keep the activity functioning?)

Enter details here and brief description in column B of attached form. Expand this row as required.

3. Who is dependent on your critical functions and processes?
(List the activities or processes that would be affected by the loss of each of the listed activities)

Please provide details in column C of attached form. (note: detail internal and/or external)

4. What are the anticipated impacts of a disruption of each of the described essential or critical functions?

Please provide details for each critical activity, in column D-G of attached form using the following values

Loss of Capability (LOC)	High Medium Low	75 - 100% 50 - 75% 25 - 50%
Loss of Reputation (LOR)	High Medium Low	
Legal/Regulatory Breach (LRB)	Yes No	value of fines / litigation
Loss of Money (LOM)	High Medium Low	Over > 100K per day Up to 100K per day Up to 10K per day

5. Based on the anticipated impact what are your recovery target timeframe for each critical activity?
What is the tolerance for non performance of a critical activity? How long can the activity / process go unattended before intolerable impacts are realized.

Please enter the tolerable recovery timeframe in column "I"

0 to 2 hours	- Immediate
2 to 8 hours	- Today
8 to 24 hours	- Before Tomorrow
24 to 48 hours	- Tomorrow
3 to 5 days	- This week
> 5 days	- This month