

### **SUBJECT AREA 3: BUSINESS IMPACT ANALYSIS (BIA)**

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Identify the impacts resulting from disruptions and disaster scenarios that can affect the organization and techniques that can be used to quantify and qualify such impacts. Establish critical functions, their recovery priorities, and interdependencies so that recovery time objective(s) can be set.

#### ***A. The Professional's Role is to:***

1. Identify Knowledgeable Functional Area Representatives for the BIA process
2. Identify Organization Functions including information and resource (people, technology, facilities, etc.)
3. Identify and Define Criticality Criteria
4. Obtain Management Approval for Criteria Defined
5. Coordinate Analysis
6. Identify Interdependencies (internal and external to the organization)
7. Define Recovery Objectives and Timeframes
8. Define Report Format
9. Prepare and Present Final BIA to Management

#### ***B. The Professional Should Demonstrate a Working Knowledge in the Following Areas:***

1. Establish the Project
2. Assess Effects of Disruptions, Loss Exposure, and Business Impact
3. Business Impact Analysis (BIA)—A Suggested Methodology
4. Understand Assessment Techniques: Quantitative and Qualitative Methods
5. Define Criticality of Business Functions and Records, and Prioritize
6. Determine Recovery Timeframes and Minimum Resource Requirements
7. Identify and Prioritize Business Processes
8. Determine Replacement Times