Lab: BIA Assessment Build-Out

Objective:
In this lab, you'll simulate creating a **Business Impact Analysis (BIA)** for a fictional startup. You'll work in two teams — the **Resilience Team** and the **IT Team** — to design and complete a realistic BIA document in Google Sheets.

You have 1 hour **30 minutes** to complete this exercise. The goal is to think like professionals responsible for assessing critical business functions, dependencies, and recovery priorities for a fast-growing company.

Team Roles

- **Resilience Team (2 people):** Lead the BIA interviews and document business processes, impacts, and priorities.

- **IT Team (2 people):** Provide technical details on systems, data, and infrastructure dependencies that support those business functions.

Both teams will collaborate, share findings, and fill out a BIA that mirrors a real-world analysis. You're encouraged to use **Google** to research examples of BIA templates, sample impact ratings, and how organizations structure their BIAs.

Scenario

Your startup has 40 employees and a web-based product that customers rely on daily. Leadership has asked your team to produce a **Business Impact Analysis** that identifies:

- The company's most **critical functions**

- The **dependencies** required to support those functions

- The **impact** if they were unavailable for different lengths of time

- The **priority** for recovery and continuity planning

Your finished BIA should simulate what a completed BIA interview and analysis might look like in a real organization. Use fictional but believable information.

Instructions

1. **Choose a Startup Type** – Decide what kind of business your startup is (e.g., food delivery app, fintech platform, marketing agency, healthcare software).

2. **Assign Roles** – The Resilience Team interviews the IT Team to gather details about critical systems, data, and processes.

3. **Research Using Google** – Look up real examples of BIA templates, impact categories, RTO/RPO scales, and best practices for documenting findings.

4. **Build Your BIA Document** – Use Google Sheets (or Google Docs) to create your own structure and fill it out with fictional data that reflects realistic impacts, dependencies, and recovery priorities.

5. **Prepare a Short Presentation** – At the end of the activity, each group will present their BIA to the class, highlighting:

   ○ The three most critical business functions.

   ○ The main dependencies for each.

   ○ How long the company can operate if each function is unavailable.

Evaluation Criteria

● Accuracy and realism of your BIA content.

● Clear connection between functions, dependencies, and recovery priorities.

● Collaboration between both teams.

● Creativity and professionalism in your presentation.