TESCO Co. is in the processes of developing a Business Continuity Plan (BCP). A BCP is the standard method by which organisations plan for continued operations. BCP involves several steps which include performing a Business Impact Analysis (BIA) and a Risk Assessment (RA) (also referred to as Risk Analysis). It is impossible to properly plan for a disaster if the likely impacts of various disruptions on an organization are unknown.

It is in this regard that we request that you after consultations with your departmental team (attach minutes) complete the attached BIA and RA questionnaires.

**BUSINESS IMPACT ANALYSIS (BIA) QUESTIONNAIRE**

**Department name: ……………………………………………………………….**

**Number of employees in the department: ………….…………………………………..**

Please identify three critical functions within your department that must be performed to ensure the University continues to operate effectively and for each critical departmental function, complete table I below.

1. Critical Departmental Function: **(please fill column 1 in the table)**
2. Function Description: **(please fill column 2 in the table)**
3. Major Impact Type: (**please fill column 3 in the table)**

* Life & Health Impact – impacts the life, health welfare of the TESCO community.
* Safety & Environmental Impact – impacts the safety, environment and welfare of the TESCO community.
* Business Continuation Impact – critical functions that impact business continuation.

1. What are the impacts if this function or service is unavailable?

(**Please fill column 4)**

Please provide any other comments: ……………………….....................................................

1. For what maximum amount of time could this function be unavailable (either 100% or partial) before the impacts mentioned above would occur?

(**Please fill column 5 in the table)**

Please provide any other comments: ……………………….....................................................

1. Does this function depend on any outside services or products for its successful completion? (**please fill column 6 in the table)**

Please provide any other comments: ……………………….....................................................

1. Where would this function fall in terms of being important to the operation of your department or section? (**please fill column 7 in the table)**

Please provide any other comments: ……………………….....................................................

1. Where would this function fall in terms of being important to the day-to-day operation of the entire University? Use the Key below:

**Key:**

VH = Very High: Its failure would bring the entire University to a halt

H = High: Its failure would affect more than one Division

M = Medium: Its failure would affect a whole Division

L = Low: Its failure would affect a whole Department/Section

VL = Very Low: Its failure would affect part of a Department/Section

(**Please fill column 8 in the table)**

Please provide any other comments: ……………………….....................................................

Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TABLE I** |  |  |  |  |  |  |  |  |
| **Critical Departmental Function** | **Function Description** | **Major Impact Type (TICK as appropriate)** | **Impact if function is unavailable (Tick as appropriate)** | **Maximum amount of time function could be unavailable** | **Dependency on other departments or outside services/products (TICK)** | **Importance to operation of Department/Section (TICK ONE)** | **Importance to day-to-day operation of University (TICK ONE)** |  |
| Teaching | Dissemination of knowledge | 🞎 Life & Health  🞎 Safety & Environmental  🞎 Business Continuation | 🞎 Loss of Revenue  🞎 Loss of Students  🞎 Increased Costs  🞎 Loss of Staff/Faculty  🞎 External/Internal Customers  🞎 Loss of Service  🞎 Fines or penalties due to missed deadlines  🞎 Legal liability, personal damage, public harm  🞎 Loss of good will, public image/reputation  🞎 Loss of Suppliers  🞎 Loss of Productivity  🞎 Other (Pls specify) | hour \_\_\_\_\_days \_1 weeks \_\_\_\_\_months  Other (Pls specify) | 🞎 YES  🞎 NO  If YES;  🞎 Sole Supplier  🞎 Major Supplier  🞎 Many Alternate Suppliers  🞎 other department (specify) | 🞎 Most Important  🞎 Very Important  🞎 Important | 🞎 Very High  🞎 High  🞎 Medium  🞎 Low  🞎 Very Low |  |
|  |  | 🞎 Life & Health  🞎 Safety & Environmental  🞎 Business Continuation | 🞎 Loss of Revenue  🞎 Loss of Students  🞎 Increased Costs  🞎 Loss of Staff/Faculty  🞎 External/Internal Customers  🞎 Loss of Service  🞎 Fines or penalties due to missed deadlines  🞎 Legal liability, personal damage, public harm  🞎 Loss of good will, public image/reputation  🞎 Loss of Suppliers  🞎 Loss of Productivity  🞎 Other (Pls specify) | 6 hours \_\_\_\_\_days \_\_\_\_\_weeks \_\_\_\_\_months  Other (Pls specify) | 🞎 YES  🞎 NO  If YES;  🞎 Sole Supplier  🞎 Major Supplier  🞎 Many Alternate Suppliers | 🞎 Most Important  🞎 Very Important  🞎 Important  🞎 Less Important  🞎 Least Important | 🞎 Very High  🞎 High  🞎 Medium  🞎 Low  🞎 Very Low |  |
|  |  | 🞎 Life & Health  🞎 Safety & Environmental  🞎 Business Continuation | 🞎 Loss of Revenue  🞎 Loss of Students  🞎 Increased Costs  🞎 Loss of Staff/Faculty  🞎 External/Internal Customers  🞎 Loss of Service  🞎 Fines or penalties due to missed deadlines  🞎 Legal liability, personal damage, public harm  🞎 Loss of good will, public image/reputation  🞎 Loss of Suppliers  🞎 Loss of Productivity  🞎 Other (Pls specify) | \_\_\_ hours \_\_\_\_\_days \_\_\_\_\_weeks \_\_\_\_\_months  Other (pls specify) | 🞎 YES  🞎 NO  If YES;  🞎 Sole Supplier  🞎 Major Supplier  🞎 Many Alternate Suppliers | 🞎 Most Important  🞎 Very Important  🞎 Important  🞎 Less Important  🞎 Least Important | 🞎 Very High  🞎 High  🞎 Medium  🞎 Low  🞎 Very Low |  |
|  |  | 🞎 Life & Health  🞎 Safety & Environmental  🞎 Business Continuation | 🞎 Loss of Revenue  🞎 Loss of Students  🞎 Increased Costs  🞎 Loss of Staff/Faculty  🞎 External/Internal Customers  🞎 Loss of Service  🞎 Fines or penalties due to missed deadlines  🞎 Legal liability, personal damage, public harm  🞎 Loss of good will, public image/reputation  🞎 Loss of Suppliers  🞎 Loss of Productivity  🞎 Other (Pls specify) | \_\_\_ hours \_\_\_\_\_days \_\_\_\_\_weeks \_\_\_\_\_months  Other (pls specify) | 🞎 YES  🞎 NO  If YES;  🞎 Sole Supplier  🞎 Major Supplier  🞎 Many Alternate Suppliers | 🞎 Most Important  🞎 Very Important  🞎 Important  🞎 Less Important  🞎 Least Important | 🞎 Very High  🞎 High  🞎 Medium  🞎 Low  🞎 Very Low |  |
|  |  |  |  |  |  |  |  |  |

**RISK ANALYSIS AND DISASTER RECOVERY QUESTIONNAIRE**

Please respond to the questionnaire below by summarizing your responses in **table II** at the bottom of this questionnaire as per the example given on the table.

From your department’s perspective:

1. What are the **major threats/risk events/omissions** whose occurrence may hinder/slow down the attainment of your **department’s objectives**? (You can give as many as you are able to identify. Try to identify at least five)

* **Indicate your response on column I**

1. For each of the threats/events/omissions in (1) above, how would you rate the **chances/likelihood** of its occurrence?
   1. Very High 2. High 3. Medium 4. Low 5. Very low

* **Indicate your response on column II**

1. For each of the threats/events/omissions in (1) above how would you rate its **impact to the university** if it were to occur?
   1. Very High 2. High 3. Medium 4. Low 5. Very low

* **Indicate your response on column III**

1. On each of the threats/risk events/omissions in (1), what, in your opinion are the possible ways/controls to prevent, reduce or eliminate it (the suggested control may be existing or proposed)

* **Indicate your response on column IV**

1. On each threats/risk events/omissions in (1), suppose that the risk were to crystalize/occur, which measures would you propose to ensure that the process affected continues uninterrupted. Who is the officer responsible?

* **Indicate your response on column V**

1. On each threats/risk events/omissions in (1), suppose that the risk were to crystalize/occur, which measures would you propose to ensure that the process is restored to the original status. Who is the officer responsible?

* **Indicate your response on column VI**

1. Recovery Time Objective (RTO) - How long will it take to implement the recovery plan to return the core/key function/ process to almost as usual following a disruption? This can be estimated for example in seconds, minutes, hours, days etc.

* **Indicate your response on column VII**

1. Other concerns: Specify any other issues or concerns that may affect the recovery of your business unit or systems supporting that business unit such as staffing, etc.

**List the concerns on this space.**

**NB:**

1. If your department has several sections or units, each function or unit must identify its own threats/events/omissions.
2. You will need to attach minutes of the deliberations by your Function/department/section to support the responses.

**Table II- Summary of risk analysis and disaster recovery plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Column I** | **Column II** | **Column III** | **Column IV** | **Column V** | **Column VI** | **Column VII** |
| **Threat/risk vent/omission** | **Likelihood** | **Impact** | **Preventive action and person responsible** | **Continuity plan and person responsible** | **Recovery plan and person responsible** | **Recovery Time Objective for each recovery plan** |
|  |  |  |  |  |  |  |
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Please provide any other comments:

Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Departmental Meeting Minutes Attached