**Know Your Operations**

Updated:

Next Review Date:

**BUSINESS FUNCTION:**

**Priority:**  Extremely High  High  Medium  Low

Employee in charge:

Timeframe or deadline:

Money lost (or fines imposed) if not done:

Obligation:  None  Legal  Contractual  Regulatory  Financial

Who performs this function? (List all that apply)

Employees:

Suppliers/vendors:

Key contacts:

Who helps perform this function? (List all that apply)

Employees:

Suppliers/vendors:

Key contacts:

What is needed to perform this function? (List all that apply)

Equipment:

Special Reports/Supplies:

Dependencies:

Who uses the output from this function? (List all that apply)

Employees:

Suppliers/Vendors:

Key Contacts:

Brief description of how to complete this function:

Workaround methods:

Notes: