**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: