**2. Know Your Operations**

Use this form to document key business functions and processes critical to the survival of your business.

*Last Updated: Click or tap here to enter text.*

*Next Update: Click or tap here to enter text.*

**BUSINESS FUNCTION:** *Click or tap here to enter text.*

Recovery Priority: [x]  Extremely High [x]  High [x]  Medium [ ]  Low

Responsible employee: *Click or tap here to enter text.*

Alternate employee: *Click or tap here to enter text.*

Training required for alternate employee: *Click or tap here to enter text.*

Timeframe or deadline when this function becomes critical and/or impact felt: *Click or tap here to enter text.*

Obligation: [ ]  None [ ]  Legal [ ]  Contractual [ ]  Regulatory [ ]  Financial

Money lost (or fines imposed) if not done: *Click or tap here to enter text.*

**Who performs this function? (List all that apply)**

Employees: *Click or tap here to enter text.*

Suppliers/vendors: *Click or tap here to enter text.*

Key contacts: *Click or tap here to enter text.*

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

Employees: *Click or tap here to enter text.*

Suppliers/vendors: *Click or tap here to enter text.*

Key contacts: *Click or tap here to enter text.*

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

Equipment/personal protective equipment (PPE): *Click or tap here to enter text.*

Special reports/supplies: *Click or tap here to enter text.*

Dependencies: *Click or tap here to enter text.*

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

Employees: *Click or tap here to enter text.*

Suppliers/vendors: *Click or tap here to enter text.*

Key contacts: *Click or tap here to enter text.*

**Brief description of how to complete this function:**

*Click or tap here to enter text.*

**Workaround methods:**

*Consider temporary/manual processes that can be implemented until a permanent solution is available. Document detailed procedures for these workarounds, including any additional resources required, in a separate document.*

Notes: *Click or tap here to enter text.*