



Critical Business Functions

Use this form to identify what business functions are critical to your survival. To help you get started, the following are some key questions to ask yourself:

- What are my most critical and time sensitive business functions?
- Which functions would I classify as highest priority? Medium priority? Lowest priority?
- How much down time can I tolerate for each business function?
- Which business functions are necessary to fulfill my legal and financial obligations and maintain cash flow?
- Which business functions are essential to maintain my market share and reputation, or to strategically adjust to changed circumstances?

You can download copies of this form from: http://www.disastersafety.org/business_protection.
Save a blank version so you can make additional copies as needed.

Business Function:			
Priority:	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
Employee In Charge:			
Timeframe Or Deadline:			
Money Lost (or fines imposed) If Not Done:			
Who Performs This Function? (List all that apply)			
Employee(s) / Vendor(s) / Key Contact(s):			
Who Helps Perform This Function? (List all that apply)			
Employee(s) / Vendor(s) / Key Contact(s):			
Who Uses The Output From This Function? (List all that apply)			
Employee(s) / Vendor(s) / Key Contact(s):			
Brief Description Of Procedures To Complete Function: <i>(Consider writing procedures for two scenarios, one for a short disruption, the other for loss of everything.)</i>			
Recovery Notes:			