

# Business Analysis Checklist

## The University of Arizona Business Impact Analysis Form (Administrative)

1. Business Process Name: \_\_\_\_\_

2. Business Process Manager Name/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

3. Business Process Description:

---

---

---

---

4. Application Name: \_\_\_\_\_

5. How long can your Business Process continue to function without its usual I/S support?  
Assume that loss of I/S support occurs during your busiest, or peak period. Please check one  
only.

Less than 1 day

Up to 2 days

Up to 4 days

Up to 1 week

\_\_\_\_\_ Up to 2 weeks

\_\_\_\_\_ Up to 1 month

\_\_\_\_\_ Up to 3 months

\_\_\_\_\_ Up to 6 months

Comments:

---

---

---

6. Using the following labels, indicate the relative impact of the loss of this Business Process for  
each of the time frame slots below. Assume the outage is continuous and occurs during a  
time of peak business activity.

- CATASTROPHIC

Out of business and/or endanger public safety  
SIGNIFICANT Major impact on the long term financial  
status of the University and/or endanger public safety.

- MODERATE

Major impact of the short-term financial status of the  
University.

- MINOR

No impact to the financial status of the University.

1 Hour \_\_\_\_\_

8 Hours \_\_\_\_\_

48 Hours \_\_\_\_\_

72 Hours \_\_\_\_\_

1 Week \_\_\_\_\_

1 Month \_\_\_\_\_

Comments:

---

---

---

7. Indicate the peak and/or critical time of year and/or day of the week, if any, for this Business Process.

_____	January	_____	Monday	_____	End of Week
_____	February	_____	Tuesday	_____	End of Month
_____	March	_____	Wednesday	_____	End of Quarter
_____	April	_____	Thursday	_____	End of Fiscal Year
_____	May	_____	Friday	_____	End of Calendar Year
_____	June	_____	Saturday	_____	Other (please specify)
_____	July	_____	Sunday		
_____	August				
_____	September				
_____	October				
_____	November				
_____	December				

Please explain why:

---

---

---

---

---

---

---

---

8. Interaction with Other Applications:

---

---

---

---

---

9. Future System Changes:

(Are there any major system changes scheduled and if so how will they affect the business function/process)

---

---

---

---

10. Business Decisions Affected by Lack of Information:

---

---

---

---

11. Tangible Impact:

Y/N		Priority: High (H), Medium (M), Low (L)
_____	Reduced Productivity	_____
_____	Increased Expenses	_____
_____	Delayed Collection of Funds	_____
_____	Reduced Income/Revenues	_____
_____	Lateness Penalties	_____

Please give your best estimate. What are the losses if this Business Process could not be provided?

_____	Less than \$1,000	_____	Between \$100,000 to \$499,999
_____	Between \$1,000 to \$9,000	_____	Between \$500,000 to \$9,999,999
_____	Between \$10,000 to \$99,000	_____	\$1,000,000 or more

Please circle one: Per Hour    Per Day    Per Week    Per Month

Comments:

---

---

---

---

---

12. Intangible Impact:

Y/N		Priority: High (H), Medium (M), Low (L)
_____	Embarrassment	_____
_____	Loss Trust/Confidence	_____
_____	Public Safety	_____
_____	Regulatory/Statutory	_____
_____	Loss Competitive Edge	_____

Comments:

---

---

---

---

---

## Data Processing

13. Number of Users/Types of Users: (in-house, other departments, subsystems, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Major Input Documents (essential)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Major Output Documents/Reports (essential)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Type Use: On-Line \_\_\_\_\_ Batch \_\_\_\_\_ Other \_\_\_\_\_

17. Frequency Use: Daily (# hrs) \_\_\_\_\_ Weekly \_\_\_\_\_  
Other \_\_\_\_\_

18. Number of Transactions: \_\_\_\_\_

Please circle one: Per Hour    Per Day    Per Week    Per Month

## USER DEPARTMENT COPING STRATEGIES

19. ALTERNATE PROCESSING CAPABILITY (to prevent/reduce impact):

A. Are there any documented manual procedures that could be used without I/S support:

B. When were the manual procedures last tested or used?

C. Additional Supplies Required: (tables, office supplies, desks, chairs,)

Cost: \_\_\_\_\_

D. Additional Hardware Required: (PC's, Check Signers, Modems, Terminals)

Cost: \_\_\_\_\_

E. Additional Personnel Requirements: (office workers, runners, security personnel)

Cost: \_\_\_\_\_

F. At what percentage level would Production drop, When Utilizing Alternate Processing Mode:  
% drop = \_\_\_\_

G. What is the Maximum Length of Time Which this Alternate Process Could be Performed:

---

