

Critical Business Functions



Institute for Catastrophic
Loss Reduction
Building resilient communities

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 downtime 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?

Save a blank version of this form 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/ Deadline	
Money Lost If Not Done <i>(or fines imposed)</i>			
Who Performs This Function? <i>(List all that apply)</i> Employee(s)/Vendor(s)/Key Contact(s)			
Who Helps Perform This Function? <i>(List all that apply)</i> Employee(s)/Vendor(s)/Key Contact(s)			
Who Uses The Output From This Function? <i>(List all that apply)</i> 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			



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