

## *Open for Business<sup>sm</sup>*

### Critical Business Functions

Use this form to identify what business functions are critical to your survival. The following are some key questions to help you decide what they are:

- What are my most critical and time sensitive business functions?
- 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.ibhs.org/business\\_protection/](http://www.ibhs.org/business_protection/)  
Save a blank version so you can make additional copies as needed.*

Business Function:			
Priority:	High	Medium	Low
Employee in charge:			
Timeframe or Deadline:			
Money lost (or fines imposed) if not done: <i>(If relevant)</i>			
Who performs this function? <i>(List all that apply)</i>			
Employee(s):			
Vendor(s):			
Key Contact(s):			
Who provides the input to those who perform the 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: