

Critical Functions Worksheet

1. Name something that you or your team does that critical to your operation

2. Provide a brief description of this function or process.

3. On a scale from 1-3, how critical is it?

Critical 1: must be continued at normal or increased service load. Cannot pause.

Critical 2: must be continued if at all possible, perhaps in reduced mode. Pausing completely may have consequences

Critical 3: may pause if forced to do so, but must resume in 30 days or sooner

4. Recovery Time Objective:

How long could this function be suspended before there is a significant impact? What would be the consequence of not being able to be operational by this time

5. What group or individual(s) in your department performs this function?

6. Are there documents associated or required to conduct this Function? E.g. operating procedures, Compensation records

Dependencies

7. What Departments or groups are dependent on the continuation of this function?

8. Who or what are you dependent on to continue this function? Vendors, equipment, utilities

Personnel

9. What is the minimum number of personnel required to do this function?

10. List any special skills/knowledge associated with conducting this function.

- a. Are there other units on Campus that have staff with similar skill sets that may be able to offer assistance?

Resources

11. What supplies or equipment is required to perform this function?

12. Identify specialized supplies that may be hard to obtain or require special handling

13. List any critical vendors and their contact information.

14. Where possible, identify alternate vendors and their contact information

15. Consider stockpiling any critical supplies, if appropriate

Facilities

16. What kind of facility do you need to perform this function? Are there any special requirements? E.g. environmental conditions, laboratory space.

17. Where could you relocate if your space became unavailable?

Data / IT

18. Where do you store critical data or vital records? Can you retrieve files if your building was inaccessible?
Can you or your team work remotely from home? Do you have access to required applications?

Show stoppers

Are there any resource(s) that is so critical that it could prevent this function from restarting?

19. What actions can you take right now to minimize loss and restart faster?