**Business impact analysis on activity**

Responsible:

Updated:

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Activity  (critical process) | Financial impact | Impact on contracts | Legal impact | Impact on MTPD | Unacceptable impact limit | Protection measure | Note |
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Note:

* MTPD: maximum tolerable period of disruption
* for each activity essential to achieving the objectives (critical process) are determined with the participation of the people concerned (heads of department) for the first hour, the first day, the first week, the first month:
  + the field of application
  + the minimum operating level
  + the maximum acceptable interruption duration (MAID)
  + the minimum business continuity objective (MBCO)
  + the recovery time objective (RTO)
  + stakeholders
  + internal and external dependencies (supplier evaluation)
  + vital information and its up-to-date status
  + resources to recover:
* people and competence
* infrastructure and equipment
* computers
* software
* impacts on reputation
* losses of:
* quality
* quantity
* profit

The processes can be production, sales, distribution and customer support.

The results of the analysis are the scenarios selected by priority.

The potential impact of a disruption is assessed in terms of:

* financial losses:
  + turnover
  + operational costs
  + recovery costs
* loss of reputation
* consequence on customers
* supply chain disruption

Recovery priorities are determined to minimize negative impacts:

* depending on the potential impact of each critical process
* focusing resources on the most important processes

Protective measures are defined to reduce the risk of interruption of critical processes. This may include measures:

* of security
* incident prevention
* backup
* resumption of activity

The results of the business impact analysis (BIA) are documented in a clear and concise manner. The document is accessible to crisis team members and other relevant stakeholders.

Regularly updating the BIA ensures that the information is always accurate and that the protection measures are always adapted to the needs of the company.