

Business Impact Analysis Report

Organization: [Organization Name]

Report Date: [Date]

Prepared By: [Prepared By]

Version: [Version Number]

Executive Summary

[Brief summary of objectives, methodology, and key findings.]

Business Functions Assessed

Function Name	Description	Owner
[Function 1]	[Short description of Function 1]	[Owner Name]
[Function 2]	[Short description of Function 2]	[Owner Name]
[Function 3]	[Short description of Function 3]	[Owner Name]

Impact Analysis

Business Function	Maximum Allowable Downtime	Impact (Financial/Operational/Legal)	Dependencies
[Function 1]	[e.g., 12 hours]	[Summary of potential impacts]	[Systems, processes, third parties]
[Function 2]	[e.g., 24 hours]	[Summary of potential impacts]	[Dependencies]

Risk Assessment

- [Risk 1: Description of the risk and affected business functions]
- [Risk 2: Description of the risk and affected business functions]
- [Risk 3: Description of the risk and affected business functions]

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Appendices

- [Appendix A: Glossary of Terms]
- [Appendix B: Methodology]
- [Appendix C: Contact Information]