

## **BIA Introduction**

The Business Impact Analysis template provides a consistent Commonwealth method to be utilized by all agencies when completing a Business Impact Analysis (BIA). This template serves as a comprehensive resource, allowing agencies to fully assess the BIA for any type of situation.

The template is designed to be used once agencies have compiled a listing of all business processes. Each process then is analyzed using the template and the results recorded. The weights of the risk factors can be modified by the agency to customize them to the agency's environment.

When all business processes have been analyzed, the second template is used to show the results overall. The COOP team should then meet to normalize the results and provide consistency. Once final, the COOP team must decide where to draw the line to designate the essential processes.