[Organization logo]

[Organization name]

Commented [270012]: All fields in this document marked by square brackets [ ] must be filled in.

BUSINESS IMPACT ANALYSIS METHODOLOGY

Commented [270013]: To learn about business impact analysis, read this article:

How to implement business impact analysis (BIA) according to ISO 22301 https://advisera.com/27001academy/knowledgebase/how-to-implement-business-impact-analysis-bia-according-to-iso-22301/

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality level:	

Commented [270014]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	27001Academy	Basic document outline

Table of contents

1. Purpose, scope and users

The purpose of this document is to define the methodology and process for assessing the impacts of disrupting [organization's name] activities, and for determining continuity and recovery priorities, objectives and targets.

Business impact analysis is applied to the entire scope of the Information Security Management System (ISMS), i.e., to all activities that support [organization's name] products and services.

Users of this document are all employees of [organization name] who take part in establishing and implementing the ISMS.

Commented [270015]: Insert the name of your company.

Commented [270016]: If only business continuity is implemented (not the information security) then write this text instead: 'Business Continuity Management System (BCMS)'.

Commented [270017]: Insert the name of your company.

Commented [270018]: Insert the name of your company.

Commented [270019]: Or 'BCMS'.

2. Reference documents

- ISO 22301 standard, clauses 8.2.1 and 8.2.2
- ISO 27001 standard, clause A.5.29
- Business Continuity Policy
- Business Continuity Strategy
- List of Legal, Regulatory, Contractual and Other Requirements

Commented [2700110]: You can find a template for this document in the ISO 27001 & ISO 22301 Premium Documentation Toolkit folder "03_Identifictation_of_Requirements".

3. Business impact analysis methodology

Commented [2700111]:

3.1. Organization

Business impact analysis is implemented through Business Impact Analysis Questionnaires. The

about required resources can be gathered during risk assessment.

services, and for defining the responsible person for each activity.

Commented [2700112]: To learn more about this topic, read this article:

Five Tips for Successful Business Impact Analysis
https://advisera.com/27001academy/blog/2010/06/10/five-tips-for-successful-business-impact-analysis/

Commented [2700113]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

Commented [2700114]: E.g. Policy for Handling Classified Information.

Commented [2700115]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

3.3. Impacts of disruptive incident

The impacts of a disruptive incident on an activity are assessed through (1) general impacts

- 2 hours
-
-

- 48 hours

For general assessment (1), the impacts are classified as follows:

Marginal impact	
Catastrophic impact	

For financial assessment (2), the impact needs to be stated in local currency.

equity/profit/budget/revenues.

3.5. Amount of work

- Data stored on paper media
- IT and communications equipment

- Communication channels
- [illegible]
- External services

For each resource the following needs to be determined:

- [illegible]
- Time after which the resource is required (time after the resumption of the activity)

[illegible]

For each outsourcing partner and supplier, the following needs to be analyzed:

- [illegible]
- The existing level of business continuity capability

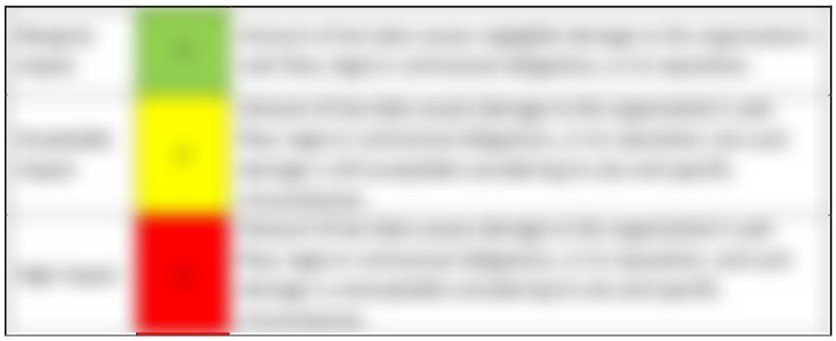
3.8. Maximum data loss

[illegible]
created in the last:

- 1 hour
- [illegible]
- 1 week

If needed, the scales in particular activities can be shortened/lengthened in order to fit the type of data in that activity.

The impact of loss of data is classified as follows:



3.9. Reporting the results

[redacted] whose responsibility is to aggregate and document the data through Business Continuity Strategy.

Commented [2700116]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

3.10. Regular review of business impact analysis

[redacted] case of significant organizational changes, significant change in technology, change of business objectives, changes in the business environment, etc.

Commented [2700117]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

4. Managing records kept on the basis of this document

Record name	Storage location	Person responsible for storage	Control for record protection	Retention time
Business Impact Analysis Questionnaires (electronic form - Excel document)	[job title]'s computer	[job title]	Questionnaires need to be saved in read-only format.	Data is stored for a period of 5 years.

Commented [2700118]: Adapt the period in this column to your specific needs.

Commented [2700119]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

Only [job title] can grant other employees access to any of the above-mentioned documents.

5. Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year, before the regular review of Business Impact Analysis Questionnaires.

Commented [2700120]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

Commented [2700121]: This is only a recommendation; adjust frequency as appropriate.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- the number of resources not included in Business Impact Analysis Questionnaires
- [redacted]
- [redacted]

6. Appendices

- [redacted]

[job title]
[name]

_____
[signature]

Commented [2700122]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.