

How to Maintain a Business Impact Analysis

This specifies how to compile and maintain a business impact analysis. It restates requirements from ISO 22301 but specifies additional details, including the following:

- Periods of disruption of activities;
- Levels of resumption of activities;
- Things that activities depend upon.

Activities

Identify: Activities that support the provision of products and/or services;
 Any other activities that you wish to include in this analysis.

Categorise the Activities according to the Processes of the operations of your organisation.

Disruption

Assess the impacts of not performing the identified activities for the following periods;

- Five minutes;
- One Hour;
- Half a day;
- One day;
- Three days;
- One week;
- One month;
- Three months.

Identify the period (MTPD), after which it would become unacceptable to not perform each activity.

Resumption

Specify intervals, after which, it would be imperative to resume each activity, to contribute towards, or to achieve, production of products and/or services, at the following levels:

- Minimal (MBCO) – very incomplete and/or very infrequent;
- Partial – incomplete and/or infrequent;
- Normal – complete and uninterrupted.

Dependencies

Identify any of the following that must be present and/or functional for each activity:

- Other activities;
- Resources (people, equipment, money etcetera);
- Utility services (water, sanitation, electricity, telephony, broadband etcetera);
- Other providers (suppliers and partners etcetera);
- Customers' facilities (communication links etcetera).

Abbreviations

BCMS Business Continuity Management System

The part of the overall management system that establishes, implements, operates, monitors, reviews, maintains and improves business continuity.

NOTE *The management system includes organizational structure, policies, planning activities, responsibilities, procedures, processes and resources.*

MAO Maximum Acceptable Outage

(Previously **MTPD** – Maximum Tolerable Period of Disruption)

The time it would take for adverse impacts, which might arise as a result of not providing a product/service or performing an activity, to become unacceptable.

MBCO Minimum Business Continuity Objective

The minimum level of services and/or products that is acceptable to the organization to achieve its business objectives during a disruption.

RTO Recovery Time Objective

The period of time following an incident within which:

product or service must be resumed, or;

activity must be resumed, or;

resources must be recovered.

NOTE *For products, services and activities, the recovery time objective must be less than the time it would take for the adverse impacts that would arise as a result of not providing a product/service or performing an activity to become unacceptable.*

RPO Recovery Point Objective

The point to which information used by an activity must be restored to enable the activity to operate on resumption.

NOTE *Can also be referred to as “Maximum Data Loss”.*