

Worksheet #13: Essential Function Questionnaire

Essential Function Questionnaire

Building on the results documented in Worksheet #11, the objective of this worksheet is to further evaluate essential agency functions and develop measures to minimize the impact of a major event/disaster. If, at any point, the function is determined NOT to be essential, it is not necessary to complete the questionnaire for that function.

Area of Responsibility: _____

Function: _____

Services this function provides:

Other agency functions and other agencies that depend upon this function:

1. The loss of this function would have the following effect on the business/organization:

Catastrophic effect on the business/organization or some divisions.

Catastrophic effect on one division

Moderate effect on the business/organization

Moderate effect on some divisions

Minor effect on the agency or some divisions

2. How long can this agency function continue without its usual operation of information systems and telecommunications support? Assume that loss of support occurs during your busiest, or peak, period. Check only one.

Check	Period of Time	Check	Period of Time	Check	Period of Time
<input type="checkbox"/>	Hours	<input type="checkbox"/>	Up to 3 days	<input type="checkbox"/>	Up to 3 weeks
<input type="checkbox"/>	Up to 1 day	<input type="checkbox"/>	Up to 1 week	<input type="checkbox"/>	Up to 4 weeks
<input type="checkbox"/>	Up to 2 days	<input type="checkbox"/>	Up to 2 weeks	<input type="checkbox"/>	Other (specify)

Indicate the peak time(s) of year and/or a peak day(s) of the week and/or peak time of the day, if any, for this function or its associated applications.

(Month) Jan Feb Mar Apr May June July Aug Sep Oct Nov Dec

(Day) Sun Mon Tue Wed Thu Fri Sat Sun

(Hour) 1 2 3 4 5 6 7 8 9 10 11 12

(24 hour time) 13 14 15 16 17 18 19 20 21 22 23 24

3. Are there any other peak load or stress considerations?

4. Have you developed/established any backup procedures (manual or otherwise) to be employed to continue agency functions in the event that the associated applications are not available? Consider how much data you can afford to lose. Consider data and/or applications on hard drives, CD-ROMs floppy drives, Zip drives, as well as paper data.

If yes, how often have those procedures been tested?

5. The loss of function would have the following legal ramifications due to regulatory statutes, contractual agreements, or law: (Specify the area of exposure)

6. The loss of function would have the following negative impact on personnel in this agency:

7. The loss of this function would keep us from supplying the following services to the public and other entities:

8. Specify and other factors that are to be considered when evaluating the impact of the loss of the function:

9. Are there ANY other dependencies (partner, vendor, software, unique resources, etc.) not already identified above?

10. Does an analysis of the responses to the above questions indicate that this function is still to be considered "essential" to the agency? If yes, indicate below when such label is appropriate:

Always _____

During the following period of the year: _____

During the following time of the month: _____

During the following time of the week: _____

Other time period. Specify: _____