

Risk Assessment Business & IT Impact Questionnaire

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2024

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ENTERPRISE Business and IT Impact Questionnaire

Impact - Risk

Once these forms are completed, a summary of the major functions with the Impact to ENTERPRISE should be prepared².

Function Application	Metric	Key User(s)	Risk Score
Sales Status	Units and Dollar Volumes	Executive Management Sales	1 1
Inventory	On Hand Balances	Distribution Sales Customer Service	2 2 2
Corporate Offices	Head Count	CEO	2
Manufacturing Plant	% of Finished Goods Produced	VP Manufacturing	1
Customer Data	A/R Balances	Credit Sales	3
Liquid Assets	Treasury Balances	CFO	2
Supplier	A/P Balances	CFO	3

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² Impact is defined as the risk the ENTERPRISE if that function or application became unavailable.

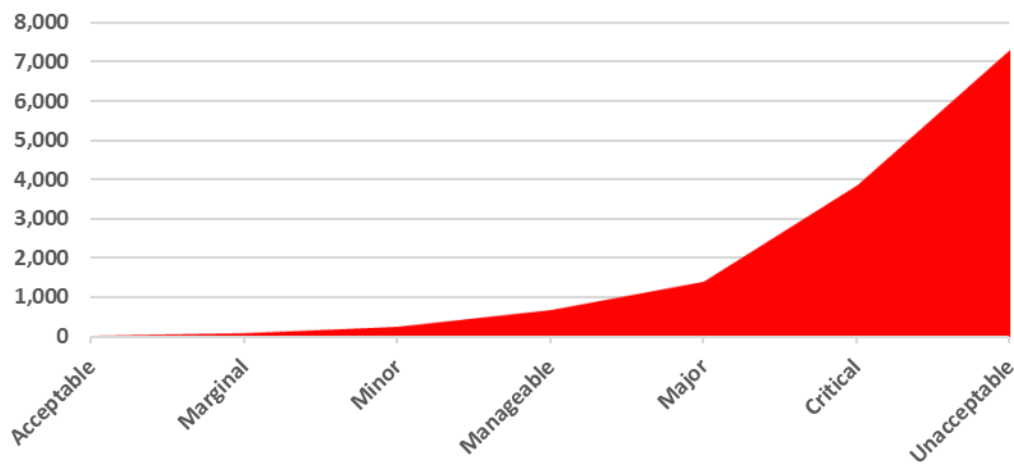
Preparer: _____ Date: _____

ENTERPRISE Business and IT Impact Questionnaire

Impact – Cost of Business Disruption

The impact of disruption can range from acceptable to critical and unacceptable. A methodology and scorecard should be established to define the Business Disruption Impact. Below is an example of a methodology that has been followed. The worksheet used to create this is provided in Excel format.

Business Disruption Impact Score



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Qualitative Score: 1 - Marginal Impact; 2 - Acceptable Impact; 3 - High Impact; and 4 - Catastrophic Impact	Length of disruption						
	2 Hours	4 hours	8 hours	1 day	2 days	1 week	Longer
Qualitative							
Impact of disruption	2	2	3	3	4	4	4
Impact to other activities	1	2	2	2	3	3	4
How will this impact reputation	1	2	4	4	4	4	4
How difficult will it be to catch up backlog	1	2	4	4	4	4	4
Quantitative							
Lost Revenue	\$						
Contractual penalties	\$						
Repair expenses	\$						
Additional operating expenses	\$						
Dollar Impact	\$						
Impact score	25	70	240	683	1,388	3,825	7,280

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ENTERPRISE Business and IT Impact Questionnaire

The purpose of this questionnaire is to determine the criticality of the applications used at ENTERPRISE. The information provided will be used to develop an Application Inventory that can be used in the Disaster Recovery Plan that minimizes the impact of the loss of this application in the event of a disaster. **(PLEASE USE ADDITIONAL BLANK PAPER OR ATTACHMENTS WHEREVER NECESSARY)**

Facility / Business Function / Application

Name: _____

Provide a brief description/purpose – mission: _____

What are the main functions? _____

Was this developed in-house or purchased? If purchased, provide vendor name, plans, source code etc: _____

If the application is a purchased product, provide vendor name, describe modifications): _____

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What programming language was used to create the application? _____

How old is this application (maturity)? _____

Who is the owner of this application (i.e. Joe Smith of Accounting)? _____

Preparer: _____ Date: _____

ENTERPRISE Business and IT Impact Questionnaire

Compliance Requirements

Has the application/data been reviewed to meet US Federal compliance requirements? YES NO N/A

If yes are there any outstanding issues? _____

Has the application/data been reviewed to meet the US State compliance requirement? YES NO N/A

If yes are there any outstanding issues? _____

Has the application/data been reviewed to meet HIPAA compliance requirements? YES NO N/A

If yes are there any outstanding issues? _____

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Has the application/data been reviewed to meet ISO compliance requirements? YES NO N/A

If yes are there any outstanding issues? _____

Has the application/data been reviewed to meet ISO compliance requirements? YES NO N/A

If yes are there any outstanding issues? _____

(Note: This segment of information would be helpful if provided for each application)

Preparer: _____ Date: _____

ENTERPRISE Business and IT Impact Questionnaire

Application / File Servers

Provide the following information for each application and file server:

- Hostname
- The IP address and mask for the server
- The administrative contact for the server and security contact (i.e. primary user or department head name and phone number)
- User Types
- An operating system including the version number
- Application Software including the version number
- Review status (Yes/No, Date, Reviewer)
- Connectivity (Internet, Intranet, modem In, modem out, other)
- Physical location (Address/phone number for contact)

Host Name: _____		Reviewer Name: _____		Date: _____
IP Address / Mask	User Types	Administrative Contact	Connectivity	Physical Location
_____ _____ (mask)	<input type="checkbox"/> Public <input type="checkbox"/> Customers <input type="checkbox"/> Employees <input type="checkbox"/> Groups Employees <input type="checkbox"/> Specific Employees <input type="checkbox"/> _____	Name: _____ Email: _____ Phone: _____	<input type="checkbox"/> Internet <input type="checkbox"/> Intranet <input type="checkbox"/> Modem In Bound <input type="checkbox"/> Modem Out Bound <input type="checkbox"/> Other: _____	Address: _____ Contact: _____ Phone: _____
IP Address Range	Operating System	OS Version / Reviewed	Application	App Version / Reviewed
_____ _____ to _____	<input type="checkbox"/> Windows WS <input type="checkbox"/> Windows Se <input type="checkbox"/> Unix <input type="checkbox"/> Lynx. <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="border: 2px solid black; padding: 10px; text-align: center; font-weight: bold; font-size: 1.2em;"> This is a sample of the final product these pages are for your review only and are protected by Janco's copyright PAGES HAVE BEEN EXCLUDED Janco Associates. Inc. e-janco.com </div>				
Comments: _____ _____ _____ _____ _____ _____ _____ _____ _____				

ENTERPRISE

Business and IT Impact Questionnaire

What's New

2024

- ✚ Updated electronic forms

2023

- ✚ Added a section on scoring the Impact and cost of a business disruption including a spreadsheet tool

2022

- ✚ Updated to address risks

2021

- ✚ Update to address Covid related risks

2020

- ✚ Updated to address CCPA and GDPR issues
- ✚ Updated electronic forms

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