

This template is designed for data entry by multiple personnel as indicated by the color coding. It is recommended that individual business units use one copy for all business processes within the business unit rather than multiple copies of the spreadsheet whenever possible. The data from all business units will be compiled into one comprehensive spreadsheet for administrative use.

Colleges may create their own method of obtaining this information as long as compliance with the requirements are maintained.

1. BUSINESS IMPACT ANALYSIS		Appropriate Personnel
Requirement:	<ul style="list-style-type: none"> Identify ALL business functions. This includes academic activities, financial activities, and planning activities, etc. 	Business Unit Personnel Activity Owner
	<ul style="list-style-type: none"> Identify the activity owner of each business functions. This is generally a business unit management or supervisor position with overall responsibility of the business unit. For example, the business manager, human resource officer, or registrar or similar subject matter expert knowledgeable of the processes within their business unit. This person may assist the Contingency Planning Coordinator in subsequent steps of the BIA process. 	
	<ul style="list-style-type: none"> Rank the importance of the above processes to the agency in regards to the mission and recovery priority requirements. When ranking processes, the analysis should assume the worst-case scenario and focus on a peak time period; such as registration or fiscal year end activities for example. Importance in regards to mission include impacts that result in damage to the VCCS or college reputation, assets, or financial position and the degree of impact to various constituents. 	
Recommendation:	While the activity owner and their employees will most likely contribute to the initial listing and ranking, it is recommended that the ranking be verified by executive management personnel (the College Vice Presidents and their immediate administrative staff for example) in conjunction with the Contingency Planning Coordinator.	College President and Administrative Staff
2. SYSTEM DATA & SENSITIVITY CLASSIFICATION		Appropriate Personnel
Requirement:	<ul style="list-style-type: none"> Identify the resources (applications or manual processes) for each business process or function. 	Business Unit Personnel Activity Owner
	<ul style="list-style-type: none"> Determine the acceptable down time for each business process or function. 	
	<ul style="list-style-type: none"> Identify the data owner. This is generally an agency manager responsible for the policy and practice decisions regarding application or data. 	College President or Information Security Officer (ISO)
	<ul style="list-style-type: none"> Indicate if the data handled is subject to other regulatory requirements such as the Health Insurance Portability and Accountability Act of 1996 (HIPPA); the Privacy Act of 1974; and similar regulatory requirements. 	Business Unit Personnel Activity Owner
	<ul style="list-style-type: none"> Determine the potential damages to the VCCS or College if a compromise of confidentiality, integrity or availability were experienced. 	

	<ul style="list-style-type: none"> Reference the IT System and Data Sensitivity Classification Standard for additional guidance on classifying it system and data sensitivity. 	Data Owner
<p>Recommendation</p> <p>It is recommended that the information above be compiled by the Contingency Planning Coordinator in conjunction with the appropriate individual business unit personnel. For example, the activity owner may provide the acceptable down time while the data owner should provide the sensitivity classification. In some cases this may be the same person. Worksheet two of the Business Impact Analysis Template may be used for this process. Additional information may also be found in the IT System and Data Sensitivity Classification Standard.</p>		
3. IT SYSTEM INVENTORY & DEFINITION		Appropriate Personnel
Requirement	<ul style="list-style-type: none"> Complete an application profile of all IT systems classified as critical or sensitive. This process is mandatory for those rated as “1/high”, advisable for those rated as “2/medium”, and recommended for those rated as “3/low”. 	IT Personnel
	<ul style="list-style-type: none"> Update the application profile as changes occur. 	
<p>Recommendation</p> <p>It is recommended that the information above be compiled by the Contingency Planning Coordinator in coordination with the IT personnel. The individual units may also contribute to this worksheet. Worksheet three of the Business Impact Analysis Template may be used for this process. Additional information may also be found in the IT System Inventory and Definition Standard.</p>		