### Business Impact Analysis Worksheet

#### Operational & Financial Impacts

<table>
<thead>
<tr>
<th>Timing / Duration</th>
<th>Operation Impacts</th>
<th>Financial Impact</th>
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**Timing**: Identify point in time when interruption would have greater impact (e.g., season, end of month/quarter, etc.)

**Duration**: Identify the duration of the interruption or point in time when the operational and or financial impact(s) will occur.
- < 1 hour
- > 1 hr. < 8 hours
- > 8 hrs. < 24 hours
- > 24 hrs. < 72 hrs.
- > 72 hrs.
- > 1 week
- > 1 month

**Operational Impacts**
- Lost sales and income
- Negative cash flow resulting from delayed sales or income
- Increased expenses (e.g., overtime labor, outsourcing, expediting costs, etc.)
- Regulatory fines
- Contractual penalties or loss of contractual bonuses
- Customer dissatisfaction or defection
- Delay executing business plan or strategic initiative

**Financial Impact**
Quantify operational impacts in financial terms.

Considerations (customize for your business)