

BCP STRATEGY WORKSHEET

Example

Business Function:	Priority:				
Employee Payroll			IMPACT		
			Low	Medium	High
Risk Scenario:	PROBABILITY	High			
Current computerized payroll is unavailable the next pay period or even over several payroll periods.		Medium			X
		Low			
Business Impact: (Quantitative/Qualitative)					
Disgruntled employees. Key employees might leave the company leaving gaps in our ability to perform business functions. This in turn would affect our ability to earn sufficient revenue to keep the company running during a disaster.					
Proactive Strategy:					
<p>Outsource the printing of payroll cheques to the Bank of Montreal. Our current system will provide the bank with a payroll tape on a weekly basis.</p> <p>The cost of this service will be \$5,000 per month. (\$60,000 per year).</p>					
Reactive Strategy:					
<p>In the event of a prolong interruption to the in house computerized payroll system, we will get the bank to issue cheques based on the last payroll tape received. Overtime and expenses will be tracked manually and a manual cheque written to each applicable employee. When the in house computerized system is running again, all manual transactions will be entered into the system in order to bring the payroll up to date.</p>					

Approved By: _____ Date: _____

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Business Impact: (Quantitative/Qualitative)				
Proactive Strategy:				
Reactive Strategy:				

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