

PRIORITY SETTING CHECKLIST

Dated: _____

1	2	3	4	5	6
APPLICATIONS DISRUPTED	BUSINESS EFFECT	FINANCIAL IMPACT	OUTAGE LIMIT	OUTPUT DEPENDENCY	PROCESSING ALTERNATIVES

This is a tool for the ER Team to use in allocating resources at the time of a disaster.

The contents would be abstracted from the various 'Business Unit' data kits which become the Business Resumption plan by Business Unit filed as Appendix 7G (one plan for each unit)

PRIORITY CRITERIA:

1. List application or business unit disrupted.
2. Business effect from loss of customer service, damaged image, contract/regulation violations or internal disruption.
5-catastrophic; 4-major; 3-moderate; 2-minor; 1-none
3. Financial impact by loss of revenue/increased expenses or assets requiring replacement.
5-over \$10 million; 4-\$1 to \$10million; 3-\$100M to \$1Million; 2-\$10 to 100,000; 1-under \$10,000
4. Outage limit that application could be suspended.
5-1 day; 4-3 days; 3-1 week; 4-1 month; 1-indefinitely
5. How dependent are others on the output of the unit?
5-automated essential; 4-manual alternative essential; 3-automated desirable; 2-manual acceptable; 1-stand alone
6. Processing alternatives available.
5-none; 4-major effort; 3-medium effort; 2-small effort; 1-many