**Business Imact Analysis Worksheet**

**Department Name:** Administration

**Physical Location:**

**Department Manager:**

**About the Department:** Administration is responsible for the operational and administrative tasks to run the Band.

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| Service | Impacts of Interruption | Maximum Allowable Downtime |
| 1. **Finance**

Administration provides operational efficiency, financial planning, and accountability for the Band through accounting practices and internal control. The department provides financial reporting and provides guidance for the overall financial stability of the Band. | Finance staff could be engaged in EOC support positions for extended periods of time to within 7 days to 4 weeks, resulting in regular duties not being done; maximum allowable downtime can vary depending on financial management and mandatory reporting requirements. | For EOC support, Finance staff would need to be in place within 48 hoursMax allowable downtime would need to be determined depending on commitments |
| 1. **Human Resource**

Administration carries out many of the human resources functions required, including Occupational Health and Safety responsibilities? Specifically, the department researches and drafts job descriptions, develops job advertisements, reviews and selects applicants for interviews, and facilitates performance management issues, including legal work.  | Failure to conduct the HR functions during a time of business interruption would likely not have a large impact. In the event of a larger event that required activation of local emergency operations centre (EOC), the ability to hire temporary and/or back fill workers would need to be maintained | Most HR functions could be delayed to within 4 weeksHR functions for emergency temp hiring would need to be in place within 48 hours |
| 1. **Payroll**
 | Failure to meet a payroll schedule could have immediate impacts on employees. |  |
| 1. **Accounts Receivable**
 | Failure in the accounts receivable function is not considered critical, as it would delay receivables that could be recovered at a later date.AR staff could be engaged in EOC support positions for extended periods of time to within 7 days to 4 weeks, resulting in regular duties not being done | Could be delayed to within 4 weeks |
| 1. **Accounts Payable**
 | Delays could result in disruption of support services from external suppliers. | 1 week |
| 1. **Education**
 | Loss of this service could impact a student’s ability to cover daily living costs while away at schoolPossible delays in tuition payments to institutions, depending on time of year and length of disruption | Depending on cycle of financial support to student, needs should be confirmed within 7 days and max allowable time set as appropriate |
| 1. **Membership**

Administration keeps track of the number of Tahltan Band members living on and off reserve. This includes registration, transfers and renewal. | Could impact ISC reporting requirements for statistical and funding purposes.  | Within 4 weeks |
| 1. **Communications**

Administration manages incoming and outgoing correspondence both for Council and those of a general nature, including the Band’s website. The department helps with keeping the public informed about current issues in the Band.  | Failure to engage in correspondence or produce newsletter would have a small impact. The website could prove valuable as a means of communicating progress to residents and business owners when communication is needed most.  | For mission critical communications to members and agencies, less than 48 hoursFor general communications, within 4 weeks |
| 1. **Information Technology**

Administration manages IT services through a single contractor. The Band hosts one server. All system backups are currently retained on site.  | The computer system is essential to the delivery of many Band services. With few redundancies in the Band’s network, an interruption to IT services could result in serious impacts to other services. | Within 48 hours |

**Resources:**

1. Personnel - What is the minimum number of personnel that each department, business area, or program can operate with to meet the minimum viable levels of service
2. Facilities – What are the primary facilities that need to be kept open? Are there any back up facilities, in or out of the community that can be used? What is needed to keep them operational?
3. Equipment – What equipment is required to keep the activities going? Audio visual, scanners, copiers, printers, furniture etc.
4. Communication Systems – What do you need for phones to keep the minimum viable levels of service going, and where do they need to be? What happens if the land and cellular networks are down?
5. Information Technology Systems - What do you need for internet, network connectivity, and computers to keep the minimum viable levels of service going, and where do they need to be?
6. Electronic Data – Do you keep your data on internal servers and if so, where are they kept and are they at risk? Is there a cloud based storage option available to you? What are you doing about external hard drives, USB thumb drives, CD’s etc.?
7. Vital Paper Records - What’s in your Administrative office that are considered vital paper records – where are they kept? If you had 3 minutes to vacate your building, what would you take and where is it?
8. Vehicles and Fuel – Do all the fleet vehicles have full tanks of fuel, or do they have access to it if needed? What about senior leadership and critical staff personal vehicles?
9. Utilities – What do you have in place for back-up power generation, heating, and communications in the event that the major utility services are disrupted?
10. Funds – does the Band have access to emergency funds? What happens if electronic banking is not available? Do you have the ability to write cheques manually if your electronic services are no longer available? What if your accounting systems are offline, how will you track your transactions?