

**DCMS Sponsored Body Example Completed Business Impact Analysis Form**

<b>Name of Person Completing Form</b> Tina Brown		<b>Business Area</b> Collections		<b>Location of Business Function</b> 22 Z Street, London	
<b>Contact Telephone Number(s)</b> 0207x xxx xxxx		<b>Equipment, Facilities, Services Supporting Business Area</b> Fully air conditioned cabinets, IT system 'x' for inventory, etc.		<b>Number of Business Function Staff at Location (&amp; if relevant notation as to whether the location is open to the public)</b> 18 (open to public)	
<b>Business Function covered by Form</b> Collection 'x' for public viewing, with shop			<b>Key Objectives of Business Function</b> To maintain an up-to-date and best presented collection 'x' for public viewing, at the same time protecting the items from any damage (environmental or otherwise), and to add to grants with revenue from the shop.		
<b>Period (see notes 1 and 3)</b>	<b>Narrative Description of Impact of Unavailability on Business Operations of Business Function</b>	<b>1 to 10 Rating and Category/ Categories (see note 2)</b>	<b>Critical Assets (People, IT, Voice, Other Non-IT – including Collections/ Collection items) Needed to Support Business Function</b>	<b>Other Business Functions and/or Organisations that the Business Function is Dependent on and the Nature of the Dependency</b>	<b>Other Business Functions and/or Organisations Dependent on the Business Function and the Nature of the Dependency</b>
½ day	Whilst there would be little impact on business operations directly other than minor inconvenience, if cause of unavailability resulted in other than minor damage to items and the location then the effects could be considerable, including for business operations 'downstream'.	8? – PS 2 - FL 1 - PBO	An experienced collection person & at least 2 security persons available on-site – including if relevant for ensuring quick access by emergency services, and 2 key people contactable at home, PC/laptop + access to 'a' database & external e-mail, landline or mobile 'phone connection, plus collection emergency equipment (including radios) & safe accommodation area (with required environmental conditions) + if relevant access to 'def counselling service	FM (including security), 'xyz' for provision of conservators and specialists	