



# Month 3: Identifying Critical Functions

A Critical Function is an activity that is essential to the core mission of the organization. Critical Functions must continue through disaster, or resumed soon after a disaster-event to ensure the viability of the organization, or its ability to serve its customers.

This form is for ONE Critical Function. Print as many copies as you need for all of your Critical Functions, or use this form as an outline as you enter each in Kualu Ready.

Please visit our Build a Plan in a Year: Month 3 page for more detail.

Total estimated time is 6 hours.

| <b>CRITICAL FUNCTION &gt; Manage Critical Function &gt; Add Critical Function</b> |  |  |
|---|--|--|
| <b>Function Name</b>  |  |  |
| <b>Level Of Criticality</b>   |  |  |
| <b>Description</b>  |  | When describing a critical function, make sure that it is descriptive enough that someone who does not perform this function regularly or at all can understand the purpose and process it |
| <b>Name of Unit That Performs This Function</b>                                   |  |  |
| <b>Responsible People</b>   |  |  |
| <b>Peak Periods</b>   |  | Are there months when you expect there to be especially high activity involved in accomplishing this function. Or are there months where a delay in the function might cause greater harm  |
| <b>Comment on Peak Period</b>   |  |  |



| <b>CRITICAL FUNCTION &gt;</b>                |  |   |
|--|--|---|
| <b>Documents</b>                             |  |   |
| <b>Document #1 Name</b>                      |  | <p>Are there any forms, documents you need to perform this critical function? Upload them if you have them available under “documents” and provide additional information as indicated on screen.</p> <p>Otherwise, create an action item directing you to compile or create needed documentation</p>   |
| Description                                  |  |   |
| <b>Document #2 Name</b>                      |  |   |
| Description                                  |  |   |
| <b>Document #3 Name</b>                      |  |   |
| Description                                  |  |   |
| <b>Consequences</b>                          |  |   |
| <b>Disruption of Teaching</b>                |  | <p>Suppose this function is not restarted quickly enough following a disruption – which of the listed consequences may occur.</p> <p>Ask yourself “If we don’t start doing this function, then this consequence is likely to happen”</p> <p>Where you can, provide details on the potential reputation, financial, life safety or other risks</p> <p>These questions show why this function is critical</p> <p>What is the maximum period this function can be out-of-operation without causing a severe impact on the campus</p> |
| <b>Disruption of Research</b>                |  |   |
| <b>Disruption of Patient Care</b>            |  |   |
| <b>Departure of Faculty</b>                  |  |   |
| <b>Departure of Staff</b>                    |  |   |
| <b>Departure of Students</b>                 |  |   |
| <b>Well-being of Staff</b>                   |  |   |
| <b>Well-being of Students</b>                |  |   |
| <b>Payment Deadlines unmet</b>               |  |   |
| <b>Legal Harm to CSU</b>                     |  |   |
| <b>Impact to Other Students</b>              |  |   |
| <b>Impact on Important Business Partners</b> |  |   |
| <b>Damage to Reputation</b>                  |  |   |
| <b>Other</b>                                 |  |   |
| <b>Recovery Time Objective</b>               |  |   |



| Action Items          |  |   |
|-----------------------|--|---|
| <b>Action Item #1</b> |  | <p>In this step, we will capture any items to address any gaps or uncertainties you had as you worked through the previous steps.</p> <p>Some questions that might have come up:</p> <ol style="list-style-type: none"><li>1. Are there opportunities to cross train?</li><li>2. Are there documents you need to perform this function?</li></ol> |
| <b>Assigned to</b>    |  |   |
| <b>Due Date</b>       |  |   |
|                       |  |   |
| <b>Action Item #2</b> |  |   |
| <b>Assigned to</b>    |  |   |
| <b>Due Date</b>       |  |   |
|                       |  |   |
| <b>Action Item #3</b> |  |   |
| <b>Assigned to</b>    |  |   |
| <b>Due Date</b>       |  |   |
|                       |  |   |
| <b>Action Item #4</b> |  |   |
| <b>Assigned to</b>    |  |   |
| <b>Due Date</b>       |  |   |