

Critical Function Worksheet

Please complete the following Critical Function Worksheet sheet and transfer the information to your SAC STATE *Ready* Business Continuity Plan.

CRITICAL FUNCTION	Manual Check Processing - AP		
DESCRIPTION	Assist in processing manual emergency checks when automated system is unavailable.		
CRITICAL TIMING	SURVIVAL TIME	4:00 hours	RECOVERY TIME 2:00 hours
LEVEL OF CRITICALITY	<input type="checkbox"/> Critical 1 <input checked="" type="checkbox"/> Critical 2 <input type="checkbox"/> Critical 3 <input type="checkbox"/> Deferrable		
REQUIRED RESOURCES	<u>PEAK PERIODS</u> Month(s): January - December Description: Peak periods depends on the urgency and need of Manual Check Processing <u>DOCUMENTS</u> Name(s): Manual Check Stock Description: Check book for issuance of manual checks (include type and location) <u>DEPENDENCIES</u> Upstream: Those who you depend on to perform this Critical Function. <ul style="list-style-type: none"> • State of California's Treasurer • Procurement • Issuing Bank Downstream: Department(s) who would be impacted if this Critical Function could not be performed. <ul style="list-style-type: none"> • Vendors • Departments • Employees <u>CONSEQUENCES OF SLOW RECOVERY</u> Following an event of displacement, indicate any Harmful Consequences that may occur if this Critical Function is not restarted quickly enough. Payments to vendors could result in late fee. Purchasing of emergency items/resources may be halted.		

SAMPLE

SURVIVAL TIME: Otherwise known as the “Maximum Tolerable Downtime”. This is the maximum amount of time- in hours, days, weeks, or months- that the critical process can be out of service before long term, and perhaps irreversible, harm occurs. Your Survival Time should be LONGER than your "Recovery Time." (You should "recover" the process before its absence does harm to the campus or your organization.)

RECOVERY TIME: Known as the “Recovery Time Objective”. This is the amount of time- in hours, days, weeks, or months- that it takes to get the critical process running again following a disruptive event. Your "Recovery Time should be LESS than your "Survival Time"

LEVEL OF CRITICALITY: Use the *Survival Time* and *Recovery Time* to determine the *Level of Criticality*.
Critical 1 – Must be continued at normal or increased service load. Cannot pause. Necessary to life, health, security. **Critical 2** – Must be continued if at all possible, perhaps in reduced mode within 24-72 hours. Pausing completely will have grave consequences. **Critical 3** – May pause if forced to do so, but must resume in 30 days or sooner. **Deferrable** – May pause; resume when conditions permit.



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LEVEL OF CRITICALITY	<input type="checkbox"/> Critical 1 <input type="checkbox"/> Critical 2 <input type="checkbox"/> Critical 3 <input type="checkbox"/> Deferrable		
REQUIRED RESOURCES	<u>PEAK PERIODS</u>		
	Month(s): Description:		
	<u>DOCUMENTS</u>		
	Name(s): Description: (include type and location)		
	<u>DEPENDENCIES</u>		
	Upstream: Those who you depend on to perform this Critical Function.		
	Downstream: Department(s) who would be impacted if this Critical Function could not be performed.		
	<u>CONSEQUENCES OF SLOW RECOVERY</u> Following an event of displacement, indicate any Harmful Consequences that may occur if this Critical Function is not restarted quickly enough.		