

3. Are there any other peak load or stress considerations?

4. Have you developed/established any backup procedures (manual or otherwise) to be employed to continue agency functions in the event that the associated applications are not available? Consider how much data you can afford to lose. Consider data and/or applications on hard drives, CD-ROMs, floppy drives, Zip drives, as well as paper data.

If yes, how often have those procedures been tested?

5. The loss of this function would have the following legal ramifications due to regulatory statutes, contractual agreements, or law: (Specify the area of exposure)

6. The loss of this function would have the following negative impact on personnel in this agency:

7. The loss of this function would keep us from supplying the following services to the public and other entities:

8. Specify any other factors that are to be considered when evaluating the impact of the loss of the function:

9. Are there ANY other dependencies (partner, vendor, software, unique resources, etc.) not already identified above?

10. Does an analysis of the responses to the above questions indicate that this function is still to be considered "essential" to the agency? If yes, indicate below when such label is appropriate:

Always _____

During the following period of the year: _____

During the following time of the month: _____

During the following time of the week: _____

Other time period. Specify: _____

This worksheet is from the National Cooperative Highway Research Program (NCHRP)