

2.1 关键业务职能——连续性策略

选择一项被优先级定为“关键”的核心职能，填写下表，并针对每种中断类型制定业务连续性策略。

基本业务功能：	
恢复优先级 • 关键 • 高 • 中 • 低	恢复时间目标：在该职能发生中断之前，最大允许停机时间是多少，超过此时间将对运营和/或财务造成影响？ • < 1 小时 • 1 - 8 小时 • 8 - 24 小时 • 24 - 72 小时 • 72+小时
谁执行此功能？ <u>经理/主管：</u> <u>其他工作人员：</u> <u>供应商/厂商：</u>	谁可以充当后备？ <u>经理/主管：</u> <u>其他工作人员：</u> <u>供应商/厂商：</u>
简单描述一下如何完成这个功能： 	

所需培训：	执行此功能需要什么？ <u>设备：</u> <u>记录/报告：</u> <u>供应品：</u> <u>公用设施：</u> <u>空间：</u>
输入/相互依赖性：	谁会使用该职能产生的输出结果？
主要地点：	备用位置：
连续性策略：	
拒绝进入设施：	
由于劳动力减少而导致的中断服务：	

由于设备或系统故障导致的中断服务：

Example Continuity Strategies: Bakery

ESSENTIAL FUNCTION	POTENTIAL DISRUPTION	EXAMPLE CONTINUITY STRATEGIES
Payroll	Denial of access to facility (e.g. area flooded, cannot access street/building for several days)	• Conduct payroll at an alternate location • <u>Planning Considerations:</u> ◦ Ensure alternate location has the necessary equipment, software, supplies, space, utilities, etc. ◦ Ensure primary and alternate payroll employee can access the alternate location
	Denial of service due to a reduced workforce (e.g. pandemic, infectious disease outbreak)	• Alternate/backup person(s) conducts payroll • <u>Planning Considerations:</u> ◦ Identify alternate/backup person [title/position] ◦ Develop a payroll instructions document ◦ Obtain payroll system credentials for alternate person(s)
	Denial of service due to equipment or systems failure (e.g. unable to access online payroll system)	• Manual process/phone call to payroll company • <u>Planning Considerations:</u> ◦ Spreadsheet with employee payroll information ◦ Payroll company contact information ◦ Security of sensitive information (storage of physical document, transfer of information)