

3.1 基本业务功能 - 恢复策略

请选择一个被优先级定为“关键”的核心功能，填写下表，并针对每种中断类型制定恢复策略。

基本业务功能	
恢复优先级 ● 关键 ● 高 ● 中 ● 低	恢复时间目标: 在出现运营和/或财务影响之前, 该功能的最长可接受停机时间是多少? ● < 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>	谁可以充当后援? <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>物资：</u> <u>公用设施：</u> <u>场地：</u>
输入/相互依赖性：	谁使用该功能的输出成果？
主要地点：	备用位置：
恢复策略	
无法进入设施：	
由于劳动力减少而导致的无法服务：	
由于设备或系统故障导致的无法服务：	

Example Restoration Strategies: Bakery

ESSENTIAL FUNCTION	POTENTIAL DISRUPTION	CONTINUITY STRATEGIES	EXAMPLE RESTORATION STRATEGIES
Payroll	Denial of access to facility (e.g. area flooded, cannot access street/building for several days)	Conduct payroll at an alternate location until primary location is restored to normal operations	- Monitor emergency alerts and OEM/BPD social media for updates on regaining access to the area/property - Document property damage - File an insurance claim - Pump water out of building - Clear debris - Clean and disinfect the building
	Denial of service due to a reduced workforce (e.g. pandemic, infectious disease outbreak)	Alternate/backup person(s) conducts payroll	- Document payroll activities for primary payroll employee - Schedule a meeting to brief the primary payroll employee
	Denial of service due to equipment or systems failure (e.g. unable to access online payroll system)	Manual process/phone call to payroll company	Collaborate with payroll company to ensure content in manual documents are entered into the payroll system