



# Know Your Operations

Use this form to identify what business functions are critical to your business' survival. Duplicate the form for each business function.

Updated: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

## BUSINESS FUNCTION:

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**Priority:**     Extremely High     High     Medium     Low

Employee in charge: \_\_\_\_\_

Timeframe or deadline: \_\_\_\_\_

Money lost (or fines imposed) if not done: \_\_\_\_\_

Obligation:     None     Legal     Contractual     Regulatory     Financial

### Who performs this function? (List all that apply)

(For additional space, use the Notes area)

Employees:

Suppliers/vendors:

Key contacts:

### What is needed to perform this function? (List all that apply)

(For additional space, use the Notes area)

Equipment:

Special Reports/Supplies:

Dependencies:

### Who helps perform this function? (List all that apply)

(For additional space, use the Notes area)

Employees:

Suppliers/vendors:

Key contacts:

### Who uses the output from this function? (List all that apply)

(For additional space, use the Notes area)

Employees:

Suppliers/Vendors:

Key Contacts:



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**Brief description of how to complete this function:**

**Workaround methods:**

**Notes:**