

**Critical Functions
Worksheet**

Critical Function #1 _____

- What Level is this function?
- Who's affected?
- What are the major risks if this function ceases?
- What action steps should occur?
- What information/documents do you need?
- How will you design redundancy?
- Is technology involved?
- How will you train/distribute?
- How will you regularly update?
- What's the first critical step to take on Monday?

Critical Function #2 _____

- What Level is this function?
- Who's affected?
- What are the major risks if this function ceases?
- What action steps should occur?
- What information/documents do you need?
- How will you design redundancy?
- Is technology involved?
- How will you train/distribute?
- How will you regularly update?
- What's the first critical step to take on Monday?

Critical Function #3

- What Level is this function?
- Who's affected?
- What are the major risks if this function ceases?
- What action steps should occur?
- What information/documents do you need?
- How will you design redundancy?
- Is technology involved?
- How will you train/distribute?
- How will you regularly update?
- What's the first critical step to take on Monday?

Critical Function #4

- What Level is this function?
- Who's affected?
- What are the major risks if this function ceases?
- What action steps should occur?
- What information/documents do you need?
- How will you design redundancy?
- Is technology involved?
- How will you train/distribute?
- How will you regularly update?
- What's the first critical step to take on Monday?