

Essential Function Worksheet

Instructions: Complete one worksheet for each essential function for your department.

Add additional Essential Function Worksheets as appropriate.

Organization or Department			
Essential Function			
Brief Description <i>What is this function responsible for? What does it accomplish?</i>			
Category + RTO <i>RTO = Recovery Time Objective (Maximum time this function can be down before it must be resumed)</i>	Rating		Description
	<input type="checkbox"/> Critical	Directly impacts Life, Health, Safety, or Security. Cannot stop.	
	<input type="checkbox"/> High	Must continue at normal or increased level. Pausing for more than 24 hours may cause significant consequences or serious harm.	
	<input type="checkbox"/> Medium	Must continue if at all possible, perhaps in reduced mode. Stopping for more than one week may cause major disruption.	
	<input type="checkbox"/> Low	May be suspended for up to one month without causing significant disruption.	
	<input type="checkbox"/> Deferrable	May pause and resume when conditions permit.	
Key Personnel for this function <i>(Name, Contact Information)</i>		Primary: Alternate: Alternate:	
Key Roles required to perform the function <i>(Admin Asst., RN, manager, financial analysis, etc.)</i>			
Vendors vital to this function			
RESOURCE REQUIREMENTS			
Required IT Services		<input type="checkbox"/> Internet <input type="checkbox"/> TAMU Email <input type="checkbox"/> Telephone <input type="checkbox"/> Central Authentication System <input type="checkbox"/> VPN Others:	
Required IT Applications			
Essential External Websites			
Required Facilities			
Vital Records and Private Information			
Other Vital Resources or Specialized Supplies			
DEPENDENCIES and PEAK PERIODS			
Upstream Dependencies <i>Other departments vital to this function that you rely on.</i>			
Downstream Dependencies <i>Other departments that rely on this Function</i>			
Peak Periods <i>Significant or demanding months for this function</i>			