



SAMPLE TEMPLATE

Business Impact Analysis Worksheet

Future financial assistance and insurance claims rely on business financial impact tracking. This worksheet is provided as a service to help you track the economic impacts of the COVID-19 outbreak on your business. This is for your temporary use. The City, as well as State and Federal agencies, recommend economic impact tracking in times of emergency.

Operational & Financial Impacts

Disrupting Event	Business activity affected	Operational impact	Financial loss	Duration of Impact
Example: Key supplier closed	Unable to make product	Product shortage	\$_____hours/days/weeks	3 days

Event: Identify the event causing economic impact

Business Activity Affected: Operations center(s) impacted

Operational Impact:

- Lost sales & income,
- Negative cashflow due to delayed sales,
- Increased Expenses (overtime, outsourcing, expediting etc.)
- Regulatory fines
- Contractual penalties
- Customer dissatisfaction/defection
- Delays in growth plans

Financial loss: Dollar amount lost, specified in increments (hours, days, weeks, etc.)

Duration of Impact: How long did the event impact the business

Graph Source: TechTarget