COLUMBIA UNIVERSITY
FUNCTION INVENTORY & ASSESSMENT FORM

Section A – Function Inventory

1. School

2. Department Name

3. Dept. Sr. Executive

4. Function Description

5. Individual Responsible

6. Function Ref. Number
   (Dept. Number + Sequential No.)

7. Number of Components
   - [ ] One
   - [ ] Few
   - [ ] Many

8. Functional Risk
   - [ ] University Risk
   - [ ] High Local
   - [ ] Low Local

9. Type(s) of Risk
   - [ ] Health & Safety
   - [ ] Litigation
   - [ ] Reputation
   - [ ] Interrupt Operations
   - [ ] Financial
   - [ ] Interrupt Teaching
   - [ ] Research Activities

10. Work Around Feasible
    [ ] Yes [ ] No

11. Comments

Section B – Function Assessment

12. No. of Components Inventoried

13. No. of Components Analyzed

14. No. Components Tested

15. No. of Components that do not Require Testing

16. Continuity Plan:
   - Will a Continuity Plan be Developed?
     [ ] Yes [ ] No
   - Workaround Defined at High Level
     ________  ________
   - Development Plan & Budget
     ________  ________
   - Continuity Plan Completed
     ________  ________
   - Continuity Plan Tested
     ________  ________
   - Rapid Response Team Identified
     ________  ________

17. Exposure
    [ ] High [ ] Medium [ ] Low [ ] Unknown

18. All work completed
    [ ] Yes [ ] No

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