

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:

	<i>Target Date</i>	<i>Completion Date</i>
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