

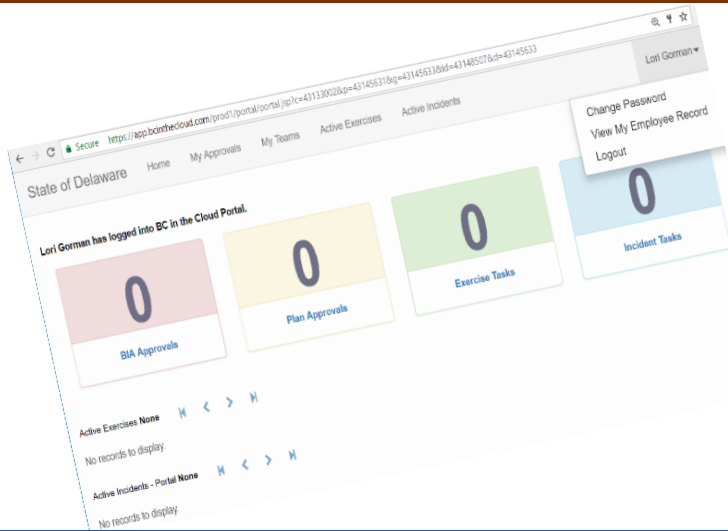


# BIA Approval Process

## Summary:

All BIA's (Business Impact Analysis) should go through a final approval process to ensure process contents are valid and that all dependencies are properly documented. The BIA report also provides recommendations for mitigation of any identified vulnerabilities. BIA approvers should include the plan owner (Director or highest position in the organization), Section Leaders familiar with section's operations, and any additional personal deemed necessary by the organization.

## Approval Steps...



### Step 1- Create Portal User Account:

- In order to review/approve a plan, each approver will be set up to access a BC in the Cloud system portal. Once activated, user will be able to access the BC in the Cloud Portal tile on ID.Delaware.Gov using their normal network credentials.
- Select the BIA Approvals tab to locate your plan to review

### Step 2- Review the BIA Report:

- Open the plan and review contents for accuracy and completeness-
  - Division Assessment
  - Processes Details
    - Process Tasks
    - Application Dependencies
    - Vital Record Dependencies
  - Software Requirements
  - Recommendations for Mitigation
  - Conclusion



### Step 3- Approve/ Reject the BIA:

- Select the Approval Action: Approval/Reject
- Provide Approval Comments: approve or items to correct
- Submit