**Department Name:** [NAME]

**Division Name:** [NAME]

**Mission – Critical Process Name:**

[MISSION-CRITICAL PROCESS NAME]

**Mission – Critical Process Description:**

[INSERT DESCRIPTION]

**Mission – Critical Systems:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Equipment** | | | | | |
| Equipment Name | Manufacturer | Model Number | Vendor Name | Contact Name | Contact Number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Software** | | | | | |
| Software Name | Manufacturer | Version | Vendor Name | Contact Name | Contact Number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hardware** | | | | | |
| Hardware Name | Manufacturer | Model Number | Vendor Name | Contact Name | Contact Number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vital Records and Databases** | | | | | |
| Element Name | Vendor Name | Contact Name | Contact Number | Backed Up | Format |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |