**Site-Level Planning Action 4 Worksheet: ID and Weighting of Critical Functions**

Worksheet Last Updated By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksheet Last Updated On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify Critical Functions

Document the critical functions at the site and the facilities that support them:

| Critical Mission | Critical Function | Facilities That Enable Function |
| --- | --- | --- |
| *Tropical fruit research*  | *Long-term preservation of germplasm* | *Laboratory 100* |
| *Tropical fruit research* | *Irrigation of experimental crops*  | *Water pump house and distribution lines* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Determine the Criticality Weighting of Each Critical Function

For each critical function identified above, consider its relative importance to the accomplishment of a critical mission. Group critical functions of **equal** importance to the accomplishment of critical missions into a common criticality tier, where the first tier represents those most important functions. These criticality tiers will each have an accompanying weighting factor that represents their relative importance. Grouping critical functions into two to three tiers may be sufficient for the purposes of the analysis; however users can determine the number of tiers that best meet their needs.

Next, assign a weighting factor to each tier. These weighting factors will play a key role in the Risk Assessment module**,** where users calculate risk. The weighting factors modify the level of risk calculated for a system based on how important the critical function is that the system supports. This helps users identify the largest sources of risk at their site and ensure they will be prioritized appropriately. For example, two systems may have the same vulnerabilities (e.g., neither have redundant systems) and may be likely to be impacted by a utility disruption, but they support critical functions that are not equally important. In this case, the weighting factor ensures that the more important function is prioritized.

Weighting factors do not need to align to a specific scale, but differences should be large enough to help create a broad range of risk scores. Ideally, weighting factors would differ by a factor of at least five, and potentially, orders of magnitude (i.e., Tier 1 could be 5 times, 10 times, or 100 times more important than Tier 2) as relatively small differences in weighting factors will not produce meaningful differentiation in the risk assessment.

Any weighting factor assignments can be applied in the TRN provided that they comply with the following guidelines:

The most important functions are grouped into the first tier, the next most important functions fall into the second tier, and so on

1. The highest weighting factor is associated with the first tier.

The following table provides examples of critical functions and weighting factors for an agricultural research site. Use the table to document functions and weightings for your site.

|  |  |  |
| --- | --- | --- |
| **Criticality Tier** | **Critical Functions**  | **Weighting Factor** |
| *Tier 1* | *Preservation of agricultural crop germplasm* | *10* |
| *Tier 2* | *Site physical security*  | *5* |
| *Tier 3*  | *Irrigation of experimental crops**Data analysis for agricultural research*  | *1* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Management Approval

|  |  |  |
| --- | --- | --- |
| [ ]  | Date approved: | Click here to enter a date. |
| [ ]  | Who approved: | Click here to enter text. |