**Essential Function Analysis**

The purpose of this worksheet is to provide a snapshot of what is important for your area and why it is important. An Essential Function Analysis identifies and documents essential functions and determines the importance of the areas activities by assessing the following:

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| Essential Research Function | How much time could pass without this essential function? | Can this essential function be performed remotely? | Is there an alternate lab that can perform research if primary location was unavailable? | Is there a minimum number of staff needed to enable essential function to continue at an acceptable level? | Does the essential function have any interdependencies with WashU? | Does the essential function have any interdependencies with BJ? | Any regulations or laws governing the essential function? | Does this function require a core facility for resources? |
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