

## Module Layout

### ERM612 / Business Continuity Planning (BCP)

<b>Faculty</b>	FEM	Faculty of Economics and Management	
<b>Programme of Study</b>	ERMII	Enterprise Risk Management	
<b>Module</b>	ERM612	Business Continuity Planning (BPC)	
<b>Level of Study</b>	<b>Undergraduate</b>	<b>Graduate</b>	
		<b>Master</b> X <i>Joint Program OUC &amp; HOU</i>	<b>Doctoral</b>
<b>Language of Instruction</b>	English		
<b>Mode of Delivery</b>	Distance		
<b>Module Type</b>	<b>Required</b>		<b>Electives</b>
	X		
<b>Number of Group Consulting Meetings</b>	<b>Total</b>	<b>Physical Presence</b>	<b>Online</b>
	5	-	5
<b>Number of Assignments</b>	2		
<b>Final Grade Calculation</b>	<b>Assignments</b>	<b>Weekly Activities</b>	<b>Final Exam</b>
	30%	10%	60%
<b>Number of European Credit Transfer System (ECTS)</b>	10		

#### **Module Description**

This Thematic Unit / Module is designed to advance student knowledge and analytical skills in crisis types, contexts, techniques, protocols, and procedures in Business Continuity Planning (BCP) for Transformational Leadership in the Digital Society.

The Module focuses on practical and conceptual issues in the field of BCP. Context-related challenges are assessed in relation to BCP development and techniques, protocol and procedures are evaluated against specific BCP criteria that fit contextual circumstances, but which also account for standards and good practices in the industry as a whole. Main parts of BCP are presented and the need for exercising, maintaining, and reviewing plans for embedding BCP strategic awareness and action when needed in organisational development of long-term strategy perspectives are discussed. Case studies and published sources are used for analysis and evaluation of organizational contexts and discussions about BCP. Students are also urged to use their own organisation context and/or a specific organizational context they wish to better understand in relation to BCP. An E-Book and research resources are provided to support student learning, but students are also encourage to engage with research and independent learning under tutor guidance.

#### **Submodules**

1. Introduction to BCP (3 weeks)
2. BCP Life Cycle in Public and Private Organizational Contexts (4 weeks)
3. BCP Auditing and Acceptance Challenges in Organisations (6 weeks)

#### **Expected Learning Outcomes**

Upon completion of this module, the students will be able to:

##### Knowledge

- Exhibit a deep and thorough understanding of Business Continuity Planning (CP) concepts, tools, processes, strategies, BCP comprehensive framework and disaster management life cycle in public and private organisations.

##### Comprehension

- Assess internal and external factors of risk to organisational continuity and impacting BCP.

- Classify crisis types and mitigation strategies in different organisational contexts.
- Identify main parts of a Business Continuity Plan.
- Explain BCP processes, strategies, and assessments.
- Understand the need for planning in relation to prevention, preparedness, response, and recovery (PPRR).
- Assess the role and effectiveness of communication and information support systems during BCP conceptualisation, implementation, and evaluation.
- Understand the need for strategic information policy (SIPs) to guide BCP.

#### Application

- Apply BCP management techniques to understand case study material.
- Use BCP techniques to understand how operational issues and events are analysed and represented in BCP outputs to ensure continuity in organisational performance.
- Use models and theories to understand coordination and decision-making during BCP.
- Use the BCP Life Cycle in public and private sector organisational contexts.

#### Analysis

- Analyse internal and external issues and events which require BCP strategies.
- Categorise and prioritise crisis factors impacting BCP.
- Create visual assessment and analysis of crisis for use in BCP activities.
- Analyse steps in the development of BCP prevention, preparedness, response, and recovery.

#### Synthesis

- Assemble information from diverse sources for use in BCP.
- Consolidate and interpret results of research data and information from different sources in context to communicate relative information for supporting business decision making.
- Design crisis treatment strategies and crisis portfolios for use during BCP and for evaluation of outcomes.
- Select the most appropriate model after a comparison among alternatives and interpret crisis issues and ethics in context providing insight of potential implications for BCP stakeholders.

#### Evaluation

- Appraise the appropriateness of techniques, protocols, and procedures to address specific crisis events requiring specific BCP criteria.
- Evaluate models for their currency in helping us understand requirements for BCP in the Digital Society.
- Evaluate factors and stages in the evolution and periodic review, update, and maintenance of BCP outputs including impacts on organisational effectiveness and the need for proactive and positive communications

#### **Pre-requisite Modules**

#### **Co-requisite Modules**

ERM611	Crisis Management
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<b>Grading Scheme</b>			
<b>Assessment Method</b>	<b>Percentage on Final Grade</b>	<b>Workload</b>	
		<b>Hours</b>	<b>ECTS</b>
<b>Weekly Study</b> (13 weeks * ~12 hours of study) (2 weeks * ~18 hours of study)	0 %	~180 - ~210	7
<b>Weekly Interactive Activities</b>	10 %	~25 - ~30	1
<b>Assignment 1</b>	15 %	~25 - ~30	1
<b>Assignment 2</b>	15 %	~25 - ~30	1
<b>Final/Repeat Examination</b>	60 %	0	-
<b>Total</b>	<b>100 %</b>	<b>~250 - ~300</b>	<b>10</b>

#### **Grading Rules and Assessment methods**

- Students are evaluated with 9, if they earn 90% of the possible grade, i.e.  $90\% * 10 = 9$ , etc.
- Passing rate
  - 50% of the Assignments
  - 50% of the Interactive Activities
  - Students are allowed to participate in the final exam of a Module if they have overall earned the minimum grade ( $\geq 50\%$ ) in both their Assignments and Interactive Activities
  - 50% of the Final exam

If a student earns a grade with decimal points, then it is rounded to the nearest half unit.