

Course	MNGT 5870 - Issues in Management: Disaster Preparedness and Business Resumption (Business Continuity Planning)
Term	Fall 2, Oct 19 – Dec 18, 2009
Instructor	Name: Jerald Garner Phone: 501-944-2967(cell) Email: garnerj@webster.edu or jlgar@att.net
Catalog Description	Current and significant issues in management are examined. The course focuses on existing theories and practices, with emphasis given to new and emerging topics in the field. Total Quality Management, self-directed work teams, workplace innovation are recent examples. Course may be repeated for credit if content differs.
Prerequisites	Students should understand basic organization structures and have an understanding of how technology plays an integrate role in a business's success. Student should be capable of analyzing technology and business system problems (business information, process flow, information flow, organizational dynamics and computer systems) and arriving at a solution. Written and oral skills at graduate level are required and expected.
Course Level Learning Outcomes	<ul style="list-style-type: none"> A. Develop an understanding of BCP and Resumption Planning and the impact on our daily lives. B. Obtain an awareness of management interaction in the coordination, and development of these plans. <p>Learner Outcomes:</p> <ul style="list-style-type: none"> A. The student will have an understanding of the critical elements of BCP and steps to ensure the success of a plan. B. The student will understand the concept of testing and re-testing a plan to ensure success. C. The student will develop tentative plans and be able to evaluate sample plans from different organizations.
Materials	<p>Business Continuity Planning, March 2008 (Download) @http://www.ffiec.gov/ffiecinfobase/booklets/bcp/bus_continuity_plan.pdf</p> <p>Reference Only: Disaster Recovery Handbook: Step-by-Step Plan to Ensure Business Continuity and Protect Vital Operations, Facilities, and Assets; Ed. 4 Wallace, Michael / Webber, Lawrence American Management Association, ISBN: 0-8144-7240-0</p>

<p>Grading</p>	<p>Grading Scale 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p>Course Requirements The GRADUATE catalog provides these guidelines and grading options:</p> <p>A/A– Superior graduate work B+/B/B– Satisfactory graduate work C Work that is barely adequate as graduate-level performance CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. F Work that is unsatisfactory I Incomplete work ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. IP In progress NR Not reported W Withdrawn from the course</p>
<p>Activities</p>	<p>Creating a business impact analysis (BIA), discussion of risk assessment, the BCP process, and testing the plan. Additionally, Pandemic procedures will be discussed, as well as pass and present disaster best practices and case studies. Overall, what it takes to protect organizations, workforce, and help businesses survive major disruptive incidents.</p>
<p>Policy Statements: University Polices</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time (7-10 days) for this process to be utilized and still turn in the term paper on the assigned date. Go to http://www.webster.edu/acadaffairs/asp/wc/online.html</p> <p>Academic Honesty The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p>

	<p>Drops and Withdrawals Please beware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom.</p> <p>Disruption of class, whether by latecomers, noisy devices, or inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student.</p>

Week 1:	Introduction to BCP; what is a disaster and the different types of disasters we may see based on our locations of business. Time factors, building management issues, business impact analysis and who should be involved in the plan. Select paper topics.
Week 2:	The Business Continuity Planning Process. What are the steps in the BCP process?
Week 3:	Business impact analysis is the first step in the business continuity planning process. Discussion of recovery time objectives (RTOs), recovery point objectives (RPOs), and recovery of the critical path. The purpose of a business impact analysis is to determine what impact a disruptive event would have on a financial institution.
Week 4:	The risk assessment is the second step in the business continuity planning process. Discussion of risk assessments and the methodology. REVIEW
Week 5:	Mid-Term. Risk management represents the third step in the business continuity planning process.
Week 6:	Risk monitoring and testing is the final step in the cyclical business continuity planning process. Risk monitoring and testing ensures that the institution's business continuity planning process. Present research papers.
Week 7:	Pandemics and disaster lessons learned over the years. Present research papers.
Week 8:	REVIEW
Week 9:	FINAL
Additional Information	If for any reason a student cannot attend the class or class is not held as scheduled, students must visit the course on the web and complete the assignment for that week.
Approved by	Michael Hostetler, Faculty Coordinator, 13 May, 2009