System Specification Document

Project Name: BCM Maturity Assessment Portal (BCM-MAP)

Prepared For: BCM Steering Committee

Version: 1.0

Date: July 2025

# 1. System Overview

The BCM-MAP is a secure, web-based platform designed to assess and track an organization's Business Continuity Management (BCM) maturity in alignment with the ISO 22301 standard. The system supports structured input, evidence tracking, maturity scoring, real-time dashboards, and actionable reporting. It enables organizations to measure, monitor, and improve BCM practices over time.

# 2. Objectives

* Digitally support BCM maturity assessments using an ISO 22301-aligned framework.
* Automate scoring based on a standardized 0–5 maturity scale.
* Centralize storage of evidence and related commentary.
* Track historical assessments and generate comprehensive reports and improvement roadmaps.
* Improve visibility for BCM stakeholders via dashboards and reminders.

# 3. Key Features & Modules

## 3.1 User Management

* Admin: Full access to all system functions
* BCM Coordinator: Input and manage assessments, view reports
* Business Unit Champions: Upload evidence, submit maturity ratings
* Steering Committee: View dashboards and reports

## 3.2 Assessment Module

Guided assessment based on six ISO 22301-aligned focus areas:

1. Establishing a BCMS
2. Embracing Business Continuity
3. Analysis
4. Solution Design
5. Enabling Solutions
6. Validation

Each question supports:

* Maturity rating from 0 to 5
* Evidence file attachment
* Comments and observations

Automatically calculates average maturity score per focus area and overall.

## 3.3 Evidence Management

* Secure file upload and storage (e.g., PDF, DOCX)
* Files are linked to individual questions
* Version control and full audit trail of document changes

## 3.4 Dashboard & Reporting

* Real-time, interactive dashboards by business unit, focus area, and maturity level
* Exportable reports in PDF and Excel formats
* Gap analysis tools
* Automatically generated BCM improvement road-maps with timelines and targets

## 3.5 Notifications & Reminders

* Email and in-system alerts for task deadlines
* Overdue assessments
* Score changes or updates

# 4. Maturity Scoring Logic

Each question is rated on a maturity scale of 0–5. The system uses defined scoring ranges to calculate both per-area and overall maturity:

|  |  |  |
| --- | --- | --- |
| Rating | Description | Score Range |
| 0 | Not Started | 0% |
| 1 | Initial | 1% – 39% |
| 2 | Developing/Repeatable | 40% – 59% |
| 3 | Defined | 60% – 79% |
| 4 | Managed | 80% – 99% |
| 5 | Optimized | 100% |

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| **Module / Task** | **Estimated Time** |
| - **System Planning & Setup**  Architecture, tech stack, database schema | 3–5 days |
|  |  |
| - **User Management**  Roles, permissions, authentication | 4–6 days |
|  |  |
| - **Assessment Module**  Input forms, rating logic, file links | 10–14 days |
|  |  |
| **-Evidence Management**  Uploads, secure storage, versioning | 5–7 days |
|  |  |
| - **Dashboard & Reporting**  Interactive charts, export to PDF/Excel, gap analysis | 10–15 days |
|  |  |
| **- Notifications & Reminders**  Email + in-app alerts | 4–6 days |
|  |  |
| - **Scoring Engine**  Maturity logic and automation | 3–4 days |
|  |  |
| **- Testing (manual + some automation)** | 5–7 days |
| **- Documentation & Handover** | 2–3 days |