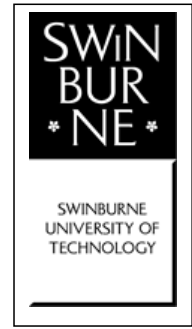**Swinburne University of Technology**
Faculty of Business & Law

INF20031 Cybersecurity for Business
Semester 2, 2024

Business Continuity Management Report
Word limit: 2800 words

Please refer The Bayview Regional Health Centre (BRHC) Assignment Case Study for this BCM Group Report.

Context

The Bayview Regional Health Centre (BRHC) has favourably received your initial cybersecurity report. After careful deliberation, the leadership team has allocated a reasonable budget to enhance the information risk management and security posture of the centre. Your team has now been contracted to proceed with the next phase of the project.

Assignment objectives

Your task is to produce a Business Continuity Management (BCM) Report and Incident Response Plan for Bayview Regional Health Centre by the project deadline. The report must cover the following components:

1. Scope and Purpose of Business Continuity Management (BCM) at Bayview Regional Health Centre:

    a) Provide a strategic overview of the importance of BCM at Bayview Regional Health Centre.
    b) Include key recommendations for improving information governance across the centre's value chain.
    c) Propose key recommendations for an Enterprise Information Security Policy (EISP) for BRHC.
    d) Evaluate the significance of information governance and the EISP in maintaining business continuity for BRHC.

2. Business Impact Assessment

    a) Carefully identify and prioritise systems or business units within Bayview Regional Health Centre for a business impact assessment.
    b) Select four (4) priority areas and provide an explanation of the importance of these areas for BIA, you should demonstrate diversity in the range of your selection by ensuring each priority area of the organisations distinct (e.g., a unit or system that is separate, unique or distinct from each other), critical and aligned to information assets.
    c) Provide a detailed business impact analysis (BIA) <u>for your top four (4) prioritised BIA</u> areas (aligned to critical information assets)
    d) Develop two (2) major disruption scenarios based on your prioritized BIAs. One scenario must address a ransomware incident, where patient records could be unavailable for up to 6 weeks (as discussed in the group warm-up exercise). Include recovery objectives and parameters for both scenarios.

3. Incident Response Planning

    a) Using the format provided in Whitman (Chapter 10, pp. 517–538), create detailed incident response handling procedures for the two disruption scenarios you developed (one of which

must be the ransomware incident). Your procedures should cover three phases: before, during, and after the incident.

b) Develop a crisis communications plan that can be applied in the event of any disruption incident, i.e., only one crisis communication plan, relevant to all incidents is required (using your two examples as reference).

Report Guideline

- The BCM report should be 2500-2800 words (excluding appendices).
- Discuss your individual assignment work with your team members and come to a consensus about which 4 BIA priorities (and associated aspects) you would like to use in for your business continuity management exercise. The selection process your team undertook for this must be reported in your appendix.
- Use a standards-based approach to business continuity management
- Work with any one of the information security and business continuity management frameworks presented for Business Impact Assessment and support this with Whitman's coverage of Incident Response Planning.
- Collaborate as a team on all sections of the report. Ensure that team members do not work in isolation on individual sections. Pairing or partnering across sections is recommended to maintain quality control, which must be documented.
- Clearly articulate which standards/guidelines were followed and explain their relevance to your recommendations.
- Write the report for the centre's Executive team, ensuring it is presented as a formal business report. Guidelines for writing business reports can be found at Swinburne University's Assignment Writing Guides: https://www.swinburne.edu.au/current-students/study-support/resources-materials/assignment-writing-guides/

Additional requirements:

- Appendices: Include relevant appendices in your report (these do not count toward the word limit).
- References: A report reference list that applies the Swinburne referencing style guide (and in-text citation) is an expectation for this report. Refer to Swinburne's Referencing Guide for more details.
- Team Responsibilities: Provide a record of tasks allocated to each team member and a summary table of group meetings and major decisions.

Please note: The Executive Summary does not contribute to your word limit. While diagrams, tables, and appendices contribute to the assessment, they should not be used solely to extend the assignment length. They must be significant and relevant to the content of the report to be assessed favourably. ***Appendices, diagrams, or tables that have been used simply to extend the allowable length of the assignment will not be assessed***.