## Assignment 3

**Business Continuity & Disaster Recovery Planning**

Businesses are increasingly subject to disruptions which are almost impossible to predict in nature, time and extent of impact. Therefore, organizations need a proactive approach to protect themselves against the outcomes of disruptive events. IT auditors assess an enterprise's disaster preparedness and ability to continue with critical priority operations during a disruption and get back to business as usual afterward by asking leading questions such as:

- Have the plans been tested to confirm they can be deployed in the time frame required in an emergency?
- Is the documentation for business continuity and resiliency planning consistent across the enterprise?
- Are test results incorporated into continuity planning procedures and standards to foster continuous improvement in backup and recovery strategies?

How can historical disaster events help inform responses to such questions?

**The purpose of this assignment is to:**

a) Broaden awareness on the breadth and depth of impact that natural and human-made disasters have on organizations
b) From an IT Audit standpoint, investigate business continuity and disaster recovery management best practices and lessons learned from real-world events
c) Grow professional presentation and speaking skills

## Scenario:

You are a lead Information Technology auditor in the Chief Audit Office organization of your company. You have been identified by your leadership to deliver a presentation to the IT organization, a Lunch-and-Learn session whose

theme is **Best Practices for Business Continuity Planning and Disaster Recovery – from an IT Audit Perspective**.

To make this "real", you are asked to showcase historical, real-world examples of natural or man-made disasters and then share business continuity best-practices to proactively address the lessons learned from them.

Your final deliverable will be a verbal presentation you will give to the IT organization. To prepare for the presentation, please take the following steps:

**Step 1: Perform a broad Internet search** to identify real-world global natural and human-made disasters in the last 20-30 years. These events can be **global.**

Some examples to get you started:

- https://www.fema.gov/disaster/historic
- https://www.statista.com/statistics/268029/natural-disasters-by-death-toll-since-1980/
- https://listverse.com/2019/05/31/10-shocking-man-made-disasters/
- Defining disaster: the emergency management perspective

**Step 2: Perform a broad Internet search** to examine industry-prescribed best practices, guidelines etc. to address business continuity challenges. Some examples include:

- NIST SP 800-34 Contingency Planning Guide
- Disaster Recovery and Business Continuity Preparedness for Cloud-based Start-ups
- Continuity Plan for Non-Federal Entities

**Step 3:  Critically analyze** how an organization can incorporate best practices for business continuity and/or disaster recovery planning and management to react to one natural disaster or one human-made disaster (that you identified in Step 1) by following guidance, best-practices, standards etc. (which you identified in Step 2).

**Step 4: Prepare to a brief Microsoft PowerPoint presentation** based on your findings. A suggested outline is provided below. You are free to choose alternate format to present in class, however, it needs to contain the information provided below.

- **Introduction**
- **What was the natural or human-made disaster?**
    - Disaster Event
    - Scale of Impact (to organizations, country, geography etc.)
- **What are the lessons Learned?**
    - Business Continuity Lessons Learned
    - Disaster Recovery Lessons Learned
- **What can be done differently by the IT organization to be better prepared & respond to such an event?**
    - Industry Business Continuity Management Standard(s), Best Practice(s), Guideline(s) to mitigate impact from event
- **Any other audit-related relevant guidance to share with IT organization?**
- **Conclusion**

**Step 5a: Submit your presentation in Canvas**

- **BOTH Section-01 and Section-02** students must submit the PowerPoint presentation in Canvas under Assignment 3 by **November 3rd 11:59** PM Central.
- **NOTE: Section-02 students will upload a [voice-recorded PowerPoint](#) presentation in Canvas.** This will be used to grade the **"Presentation Delivery"** portion of the grading rubric provided below
- **Section-01 students are NOT required to submit a voice-recorded presentation in Canvas** because you will be delivering an in-class presentation

**Step 5b: Deliver the presentation** to the IT organization in one of these formats:

- **Section-01 students**
  - Will present during t**he class sessions on Tuesday November 4th** and **Thursday November 6th.** Schedule is provided at the end of this document. **Note that you must present the same version of the document you submitted by November 3rd in Canvas**
  - It is **\*not\*** acceptable for section-01 students to submit a voice-recorded PPT in Canvas or by email. Students who are not in attendance live to present on their designated date and time per the schedule outlined below will receive 0 (zero) points for the presentation component of the grade for assignment 3. **See syllabus for in-class presentation policy**
  - Students will actively engage in discussion during the Q&A portion – this will contribute to a portion of the grade. See grading rubric at the end of the document
- **Section-02 students will upload a [voice-recorded PowerPoint](#) presentation to** the weekly discussion board by **November 3rd 11:59:00 PM Central**. This step is required in addition to submitting your presentation via the Canvas Assignment drop-box upload
- **Weekly Discussion Post: ALL students (section-01 and section-02)** will *view other* section-02 student's recorded narration and post at least one substantive comment in the discussion thread. **This will serve as your discussion topic for the week of November 3rd; there will be no other discussions to participate**
- Section-02 student response will also be used to grade the **"Q&A"** portion of the grading rubric provided below.

Section-01 Student Presentation Schedule

| Date | Student Name | Presentation Duration (approximate) | Q&A (approximate) |
|------|--------------|--------------------------------------|--------------------|
| Tuesday November 4th | Noble Antwi | 15 minutes | 5 minutes |
| Tuesday November 4th | Alvaro Guarnido | 15 minutes | 5 minutes |
| Tuesday November 4th | Smitkumar Patel | 15 minutes | 5 minutes |
| Thursday November 6th | Karthikeyan Saravanan | 15 minutes | 5 minutes |
| Thursday November 6th | Krystian Szczech | 15 minutes | 5 minutes |

## Grading Rubric

The following grading rubric will be applied when evaluating this assignment

| Component | Criteria | Points |
|---|---|---|
| **PowerPoint Presentation** | - PowerPoint presentation addresses:<br>　○ Introduction<br>　○ What was the natural or human-made disaster?<br>　○ What are the lessons Learned?<br>　○ What can be done differently by the IT organization to be better prepared & respond to such an event<br>　○ Any other audit-related relevant guidance to share with IT organization? | Graded out of 40 points |
| **Presentation Delivery** | - Presentation is delivered in a professional manner for the intended audience<br>Some Presentation Tips:<br>https://www.washington.edu/doit/presentation-tips<br>https://support.microsoft.com/en-us/office/tips-for-creating-and-delivering-an-effective-presentation-f43156b0-20d2-4c51-8345-0c337cefb88b | Graded out of 45 points |
| **Q&A** | - Responses to questions are well thought-out and demonstrate grasp of fundamental concepts | Graded out of 15 points |
| **TOTAL POINTS** | | 100 |

*Develop your own voice and ideas without AI*

The use of AI tools (ChatGPT, Copilot, DALL-E, etc.) is prohibited for any part of the assignment process, including brainstorming, writing, and editing. While there may be a place for these tools in your future work, this policy aims to foster your ability to develop original ideas and a unique voice, both core skills of this class.

Any assignments that receive more than 30% score in similarity report will be scrutinized and points may be deducted after review on a case-by-case basis