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Main Campus - Perlstein Hall 10 W 33rd St, Room 233D
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Main Campus: Tuesday 2:00-4:30pm
Online: Via GoogleTalk (username trygstad) or by telephone to 630.447.9009
or by text message to 630.666.7348

Course Catalog Description: Students learn to design and manage key business information security
functions including incident response plans and incident response teams; disaster recovery plans; and
business continuity plans. Reporting, response planning and budgeting are all addressed. Students
working in teams will prepare an incident response, disaster recovery, or business continuity plan for a
real-world organizations such as a business or a government body or agency.
Prerequisites: None Credit: 3-0-3 Semester Hours

Lecture Day, Time & Place: Tuesday 6:25pm to 9:05pm Stuart Building Room 214 IIT Main Campus, or
online via IIT Online.

Course Objectives: Each successful student will demonstrate foundation knowledge and application of
contingency planning concepts levers to apply business impact analysis and the planning and
execution of incident response, disaster recovery, and business continuity in a large organizational
environment. Students will describe and identify policy frameworks, legal and moral implications, and
best practices in contingency planning. Students will be able to assess current contingency planning in
an organizational environment and draft an appropriate Incident Response Plan, Disaster Recovery
Plan or Business Continuity Plan.

Schedule of Topics/Readings: You should do all readings prior to class.

<table>
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<th>Session</th>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
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<td>1</td>
<td>January 15</td>
<td>Introduction and Overview of Contingency Planning</td>
<td>Chapter 1</td>
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<td>2</td>
<td>January 22</td>
<td>Planning for Organizational Contingencies</td>
<td>Chapter 2</td>
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<td>3</td>
<td>January 29</td>
<td>Incident Response 1</td>
<td>Chapter 3</td>
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<td>4</td>
<td>February 5</td>
<td>Incident Response 2</td>
<td>Chapter 4</td>
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<td>5</td>
<td>February 12</td>
<td>Incident Response 3</td>
<td>Chapter 5</td>
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<td>Research paper outline due</td>
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<td>6</td>
<td>February 19</td>
<td>Design, Format, and Construction of Contingency Response Plans</td>
<td>Online</td>
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<td>7</td>
<td>February 26</td>
<td>Contingency Strategies for Business Resumption</td>
<td>Chapter 6</td>
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<td>&amp; The Emergency Operations Center</td>
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<td>8</td>
<td>March 5</td>
<td>Disaster Recovery 1</td>
<td>Chapter 7</td>
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<td>Research paper bibliography due</td>
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<td>9</td>
<td>March 12</td>
<td>Disaster Recovery 2</td>
<td>Chapter 8</td>
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<td>10</td>
<td>March 19</td>
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<td>11</td>
<td>March 26</td>
<td>Disaster Recovery 3</td>
<td>Online</td>
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<td>12</td>
<td>April 2</td>
<td>Crisis Management and Human Factors</td>
<td>Chapter 11</td>
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<td>Research paper due</td>
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<td>13</td>
<td>April 9</td>
<td>Business Continuity 1</td>
<td>Chapter 9</td>
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<td>April 16</td>
<td>Business Continuity 2</td>
<td>Chapter 10</td>
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<td>15</td>
<td>April 23</td>
<td>Guest Lecturer</td>
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<td>16</td>
<td>April 30</td>
<td>Presentation of Class Project / Exam Review / Discussion</td>
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<td></td>
<td>May 7</td>
<td>Final Examination 7:30-9:30pm</td>
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Textbook: The textbook for this course is mandatory.

Readings: Readings for the class will be assigned from the textbook as well as in the form of handouts or online reading. It is essential that you do all readings before coming to class on the assigned date. Readings are a necessary and integral part of the class and will form the basis for any class discussions on the topic. Specific readings are assigned by topic above. Online resources will be linked from Blackboard or will be posted on Blackboard.

Course Outcomes: When you complete this course, you will be able to:
- Define and describe the Business Impact Analysis (BIA).
- Describe the phases associated with the preparation and organization of incident response operations.
- Develop an incident response plan.
- Explain appropriate internal and external organizational communication channels and methods used during a contingency response.
- Describe and apply strategies that serve both the disaster recovery and business continuity efforts including options such as hot, warm, and cold sites, as well as shared functions such as time-shares, mutual agreements, and service bureaus.
- Develop a disaster recovery plan.
- Formulate a disaster recovery team.
- Develop a business continuity plan.
- Design and prepare a business continuity team
- Describe and discuss the use of virtualization and cloud computing as solutions for disaster recovery and business continuity.
- Describe the expected and potential impact of business continuity on the organization workflow.
- Discuss special requirements and considerations in dealing with crises, incidents or disasters that have directly impacted human safety and life.
- Identify, describe and discuss certifications and industry standards for business contingency planning

Course Notes: Copies of the course lecture notes in the form of a PDF of the PowerPoint presentation accompanying each lecture will be provided for each student on Blackboard. This should be useful if you must miss a class. You should be aware that note taking is encouraged and should help your understanding of the material.

Course Web Site: http://blackboard.iit.edu/

Blackboard: The course will make intensive use of Blackboard (http://blackboard.iit.edu/) for communications, assignment submissions, group project coordination, providing online resources and administering examinations. All remote students will view the course lectures online via Blackboard, and online readings will be found on Blackboard.

Guest Speakers: Guest speakers may be featured as part of course topics. When a guest speaker is expected you should make an extra effort to be seated and ready prior to class time. A question & answer/discussion period will be held at the end of each speaker’s presentation.

Attendance: If you are in a live section of the class and will not be able to attend class, please notify me via email or by text message to 630.447.9009 prior to class time. Live section students who miss a class should always watch the lecture online.

Assignments: There will be two assignments for this class.
Assignment 1: A research paper addressing a topic in business contingency planning or management. The paper can be a solution to a problem in incident response, disaster recovery or business continuity; a discussion of strategies for incident response, disaster recovery or business continuity, or a case study. The paper will be fifteen to twenty pages long and will meet standards expected of a paper submitted for journal publication. Instructions for submission of the paper will be included with the assignment on Blackboard. You must fully attribute all material directly quoted and you must document all sources used in the preparation of the paper using complete, APA-style bibliographic referencing.
Grading: Grading criteria for all students will be as follows:

A  Outstanding work reflecting substantial effort.................................. 90-100%
B  Adequate work fully meeting that expected of a graduate student......... 80-89.99%
C  Weak but marginally satisfactory work not fully meeting expectations..... 65-79.99%
E  Unsatisfactory work....................................................................... 0-64.99%

The final grade for the class will be calculated as follows:
Assignment 1................................................................. 30%
Assignment 2........................................................................ 30%
Final Exam............................................................................. 30%
Quizzes/Class Participation......................................................... 10%

Other Class Resources: Online readings and other class resources may be found at on Blackboard.

Our Contract: This syllabus is my contract with you as to what I will deliver and what I expect from you. If I change the syllabus, I will issue a revised version of the syllabus; the latest version will always be available on Blackboard. Revisions to readings and assignments will be communicated via Blackboard.
Disabilities: Reasonable accommodations will be made for students with documented disabilities. In order to receive accommodations, students must obtain a letter of accommodation from the Center for Disability Resources and make an appointment to speak with me as soon as possible. My office hours are listed on the first page of the syllabus. The Center for Disability Resources is located in the Life Sciences Building, room 218, 312-567-5744 or disabilities@iit.edu.