



Business Continuity/Succession Planning

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June 28, 2022



Agenda

- What is Business Continuity Planning?
- Why is it Important?
- What Makes Up a Good Business Continuity Plan?
- What is Succession Planning?
- Why is Succession Planning Important?
- What Makes Up a Good Succession Plan?
- Challenges in Succession Planning
- Questions
- Introduction to Anonymous Hotline Reporting

What is Business Continuity Planning?

An organization's ability to ensure operations and core business functions are not severely impacted by a disaster or unplanned incident that takes critical systems offline.

- Proactive Process
- Prioritize critical functions and threats to those critical functions

Why Should We Do BCP?

- Protect PEOPLE
- Protect PROPERTY
- Protect ASSETS



6 key pieces

- Risks and potential business impact
- Planning effective response
- Roles and responsibilities
- Communication
- Testing and training
- Maintenance/adjustment

What Can You Do?

- Identify departmental processes critical to University operations
- Make plan to continue operating in event of business interruption (including documenting in procedure manual)
- Test plan
- Adjust plan if necessary
- Communication and training

What is Succession Planning?

- Assessment of Future Needs
- Talent Development and Strategy Design
- Employee Engagement and Outreach
- Plan Implementation and Assessment
- Revisiting Strategy as New Priorities Emerge

Why is Succession Planning Important?

- Meet Current Objectives and Goals
- Manage Employee Retirements
- Recruit Employees
- Retain Employees
- Manage Events
- The Future



What Is a Good Succession Plan?

- Senior Leadership is Committed to the Process
- Focuses on Key Skills For Critical Positions
- Forward Looking for Emerging Skills
- Easy to Understand and Update
- Includes Feedback from All Stakeholders
- Evaluated and Revised on a Regular Basis



Challenges in Succession Planning

- Office Size
- Multiple Positions
- Re-Organization
- Longevity vs experience
- Domino




Challenges in Succession Planning

- Inadequate resources
- Lack of management support/not prioritizing
- Not communicating the plan
- Failure to update
- Inadequate documentation of processes



Introduction to Anonymous Hotline Reporting

- Lighthouse Case Management System
- Available 24 /7
- Confidential
- July 1, 2022
- Available on the Internal Audit Website at <https://www.k-state.edu/internalaudit/anonymous-hotline/index.html>



Introduction to Anonymous Hotline Reporting (Continued)

Q1: How do I report an incident?

Q2: How do I know that my report is anonymous?

Q3: What kinds of questions will I be asked when I report an incident?

Q4: Will I be contacted about the incident report?

Q5: What kinds of questions will I be asked if I chose to help in the investigation?



Introduction to Anonymous Hotline Reporting (Continued)

Q6: How will I be informed about the resolution of the incident?

Q7: How long will it take to resolve the incident?

Questions?

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