

Benefits of Implementing Business Continuity Plan in Small Medium Enterprises (SMEs): Systematic Literature Review

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[https://doi.org/10.35609/gcbssproceeding.2023.1\(176\)](https://doi.org/10.35609/gcbssproceeding.2023.1(176))

ABSTRACT

Business Continuity Plan (BCP) is made to protect vital records and avoiding the disturbance of business activity. A proper plan may also minimize the effects. The Business Continuity Management (BCM) requires a comprehensive, holistic, and integrated approach. The Information Technology (IT) dimensions in an organisation are not the only components and factors for business continuity's success. Other non-IT factors are involved that may be crucial for business continuity such as people, physical premises, the supply chain, etc. In other words, we consider the role of records management in achieving the greater availability of vital records, hence enhancing business continuity. A documented and established vital records programme in Small and Medium Enterprises (SMEs) is crucial for safeguarding and the recovery of business records. To be successful, BCM must fully incorporated across the entire organisation as a crucial management process. Although there are many studies focused on business continuity plan and the benefits of its implementation, there were still insufficient number of current researchers who reviewed systematically the existing study that focus on SMEs. Therefore, the outcome of this study will contribute to future studies of business continuity planning and the records management aspects in SMEs.

Keywords: Business Continuity Plan, Small Medium Enterprises, Benefits and Advantages