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MGMT 110: Comparing Document Types Pre-Class Assignment

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Assignment Goals:
- Distinguish a standard from other information types (e.g., journal articles)

Relevance: Standards have significant impacts on business as a means to eliminate waste, reduce costs, market products (e.g., for quality, safety, interoperability), and lessen liability. Understanding the unique features of standards and distinguishing them from other documents is a critical workplace competency for those engaged in business and industry.

Assignment: Access the following two documents from the Purdue Libraries:

Document 1:
British Standards Institution. (2019). *Security and resilience. Business continuity management systems. Requirements.* (BSI Standard No. BS EN ISO 22301:2019). https://subscriptions.techstreet.com/products/843711

(Note: if you have issues accessing the full text of this document, go to the Purdue Libraries TechStreet database at https://guides.lib.purdue.edu/db/techstreet and search for: "BS EN ISO 22301:2019")

Document 2:
Sawalha, I. H. (2020). Business continuity management: Use and approach's effectiveness.*Continuity & Resilience Review*, 81–96. https://doi.org/10.1108/CRR-05-2020-0016

(Note: if you have issues accessing the full text of this document, go to the Purdue Libraries homepage at https://www.lib.purdue.edu/ and search for the document title)

Read the abstracts and introduction/scope and skim the remaining sections of the documents.

1. Compare and contrast these documents.

2. Consider the following: the purpose of the two documents, who wrote each document, who is the intended audience, what information does each provide, the document structure, etc.

3. How are the documents similar? (list at least 3 ways - be specific)

4. How are the documents different? (list at least 3 ways - be specific):