

# INTRODUCTION TO BUSINESS CONTINUITY MANAGEMENT

## WHO SHOULD ATTEND?

*This course is suited for:*

- *Beginners*
- *Enterprise Business Continuity Planners*
- *Business Continuity Project Managers*
- *Business Continuity Team Leaders*
- *Business Continuity Team Members*

## WHAT WOULD YOU LEARN?

- ✓ *What is Business Continuity Management (BCM)?*
- ✓ *How is it different from Business Continuity Planning ?*
- ✓ *Difference between BCP & DRP?*
- ✓ *Why do you need it?*
- ✓ *What are the common industry practices?*
- ✓ *What are the processes involved in developing an organization wide business continuity plan?*
- ✓ *Who should be involved and what are their responsibilities?*
- ✓ *What is the difference between Emergency, Crisis and Disaster Management*
- ✓ *What is the difference between Plan Testing and Exercising a Plan?*
- ✓ *What are the issues relating to maintaining a business continuity plan?*

## WHAT DO YOU GET:

- ✓ *Coloured handouts containing:-*
  - ❖ *Presentation materials*
  - ❖ *Articles*
  - ❖ *Glossary of Terms*
  - ❖ *Website references*
  - ❖ *Sample TOC*
- ✓ *Certificate of Attendance*
- ✓ *Sharing of experience:- how other companies have implemented BCP; how to overcome common BCP problems.*

## SYNOPSIS:

This course is intended for beginners or novices to business continuity and disaster recovery planning. The course is designed to cover all areas of business continuity and disaster recovery planning and to provide the attendees with enough information to understand the concepts, principles, terminologies and available solutions in this subject area. Participants will be able to understand and appreciate the need and importance of business continuity and disaster recovery planning in today's competitive business environment.

This course is also designed to provide in-depth coverage in the Project Initiation and Control topic. This will be particularly beneficial for personnel embarking on their organisations' business continuity project. We will provide insight into some tried and tested methods and tools in designing, developing and implementing a business continuity project for a medium to large size organisation.

## PREREQUISITES:

No prior experience or knowledge in business continuity and disaster recovery planning is required.

## COURSE SYLLABUS:

- **BCM Basics**
  - *What is BCM? What are its key drivers?*
  - *Understanding difference between BCM, BCP & DRP*
  - *Who are they players in BCM and what are their roles?*
  - *Understanding the BCM Life-cycle and its associated processes*
  - *Learning for history – looking at some past disaster*
  - *BCM Tools, Guidelines and Certifications*
- **Planning a BCM Project**
  - *Determining your starting point – the Buy In Process*
  - *Establishing the Scope of Work*
  - *Identifying the appropriate Project Team*
  - *Building a Project Plan and setting project terms & conditions*
  - *Determining the project deliverables*
  - *Preparing for a BCM tender – process and documents*
  - *Understanding Project Controls & Monitoring techniques*
- **Designing and Developing a BCM Framework**
  - *Understanding the Risk Assessment Process*
  - *Understanding the Business Impact Analysis Process*
  - *Understanding the BCM Strategy Development Process*
  - *Understanding the Recovery Site Establishment Process*
  - *Understanding the Recovery Plan Documentation Process*
- **Implementing & Maintaining BCM Framework**
  - *Conducting a Awareness and Training*
  - *Conducting a BCM Desktop Test*
  - *Conducting a BCM Simulation Test*
  - *Conducting a Live BCM Test*
  - *Change Management & Document Control*
  - *Spot checks, Reviews and Audits*
  - *Establishing a Maintenance Program*
  - *BCM Management Review*

***IF YOU FAIL TO PLAN, THEN YOU SHOULD PLAN TO FAIL***