

## WHO SHOULD ATTEND?

*This course is suited for:*

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

## WHAT WOULD YOU LEARN?

- ✓ *What is Risk Assessment in the context of Business Continuity Planning?*
- ✓ *How to conduct a Risk Assessment Study?*
- ✓ *What are the common Risk control measures?*
- ✓ *What is Business Impact Analysis (BIA)?*
- ✓ *How to identify critical business functions??*
- ✓ *How to determine Recovery Time Objective?*
- ✓ *How to determine your minimum operating resources?*
- ✓ *What should be in a BIA Report?*
- ✓ *What constitutes continuity strategy?*
- ✓ *How to define your Business Continuity Organisation structure and the roles and responsibilities of the players?*
- ✓ *What policies should be in place for the strategies to work?*

## WHAT DO YOU GET:

- ✓ *Coloured handouts containing:-*
  - ❖ *Presentation materials*
  - ❖ *Articles*
  - ❖ *Glossary of Terms*
  - ❖ *Website references*
  - ❖ *Sample TOC*
  - ❖ *Templates*
- ✓ *Certificate of Attendance*
- ✓ *Video Presentation.*

## SYNOPSIS:

This course is intended for participants who are interested to learn how to conduct a Risk Assessment, a Business Impact Analysis and design & develop Business Continuity Strategies.

This is an intermediate level course. Participants will be exposed to principles, techniques and methodologies in Risk Assessment, Business Impact Analysis and Continuity Strategy Development.

Group and individual exercises will be conducted to help enhance participants understanding of the subject matter as well as familiarise themselves with the prescribed methodology.

Our syllabus is closely aligned with the syllabus prescribed by the Disaster Recovery Institute International (DRII), USA

## PREREQUISITES:

Participants are expected to have at least 1 years experience in business continuity planning or have attended our BCP 100 training.

## COURSE SYLLABUS:

- Principles & Techniques of conducting Risk Assessment
  - *Identifying threats (i.e. internal & external)*
  - *Determining the probability and severity of these threats (i.e. Risks)*
  - *Identifying existing controls measures*
  - *Developing strategies for further reducing Risks*
  - *Preparing and Presenting a Risk Assessment Report*
  - *Implementing and maintaining threat deterrence and risk reduction measures*
- Principles & Techniques of conducting Business Impact Analysis (BIA)
  - *Identifying critical business functions*
  - *Determining financial and non financial impacts*
  - *Assessing time sensitivity of impacts*
  - *Developing Impact mitigation strategies*
  - *Establishing the 'maximum tolerable downtime' for the critical business functions*
  - *Determining the minimum resource requirements for the critical business functions*
  - *Preparing and presenting an Impact Assessment Report*
  - *Use of questionnaires, templates and software tools*
  - *Interviewing techniques*
- Design and Development of Business Continuity Strategies
  - *Identifying potential disaster scenarios*
  - *Developing short-term, medium-term and long-term continuity strategies for critical business functions*
  - *Determining order of magnitude costs for each strategy*
  - *Evaluating the relative merits of each strategy*
  - *Selecting the preferred strategies and preparing cost justifications*
  - *Documenting BCP Governance and Sustenance Procedures*

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