DISASTER RECOVERY PLANNING FOR INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

WHO SHOULD ATTEND?

This course is suited for:
- ✓ *Enterprise Business Continuity Planners*
- ✓ *Business Continuity Project Managers*
- ✓ *Business Continuity Team Leaders*

WHAT WOULD YOU LEARN?

- ✓ *How to document an Emergency Response Plan?*
- ✓ *How to document an Emergency Operations Centre Plan?*
- ✓ *How to document a Recovery Plan*
- ✓ *What is the difference between Testing and Exercising?*
- ✓ *What are some Testing Techniques?*
- ✓ *How to plan and execute a BCP Test?*
- ✓ *How to write a BCP Test Report*
- ✓ *Do's and Don't in BCP Testing*
- ✓ *How to keep things up-to-date and ready?*
- ✓ *How to control the version and distribution of my plans?*
- ✓ *What are BCP Audit requirements?*
- ✓ *How do develop a BCM Maintenance Program?*

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 IT or ICT professionals with some basic knowledge in Business Continuity or Disaster Recovery planning. The course is suitable for both beginners and intermediate practitioners of Disaster Recovery planning. The course goes through the process of developing an Enterprise Wide disaster recovery plan starting from risk assessment right up to plan maintenance. The course explores common recovery options and looks at using new technologies such as clustering and virtualizations to support disaster recovery.

This is a two (2) day training session where participants will be exposed to relevant principles, techniques and methodologies in disaster recovery planning. Several exercises will be given to participants to help enhance their understanding of the theories taught. Our syllabus is closely aligned to that of the Disaster Recovery Institute International (USA).

PREREQUISITES:

Nil

COURSE SYLLABUS:

➢ Basics of Disaster Recovery Planning
1. *What is DRP and how does it differ BCP / BCM*
2. *What are the processing in DR Planning*
3. *Who should be involved*
4. *How to prepare for a DR Planning Project*
5. *Exploring some common standards , guidelines & tools*

➢ Conducting a Risk Assessment & Business Impact Analysis
1. *Understanding the Risks Assessment Process*
2. *Reviewing some common ICT risks*
3. *Understanding the Business Impact Analysis Process*
4. *Differentiating between RTO and RPO*
5. *Mapping between Business Functions and IT Systems*

➢ Developing Recovery Strategies
1. *Understanding the Strategy Development Processing*
2. *Exploring some common strategies*
3. *Reviewing current technologies which support disaster recovery*
4. *Determining suitable strategies*

➢ Documenting IT DR Plan
1. Understanding the DR Plan development process
2. Key components in a DR plan
3. Reviewing a sample DR plan
4. Key pitfalls to avoid

➢ Testing and Maintaining DR Plans
1. Understanding the DR Plan testing process
2. Exploring common testing technique
3. Preparing and Facilitating a DR Test
4. Conducting a post mortem and reporting on a test
5. Building a DR Maintenance Program

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