

DOCUMENTING & IMPLEMENTING BUSINESS CONTINUITY MANAGEMENT PLANS

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 intermediate to advance practitioners of business continuity and disaster recovery. The course focuses on three (3) key areas namely Design and Implementation of Emergency Response & Operations Activities, Design, Development and Implementation of Crisis Management & Recovery Plans and Techniques & Methods of Training, Exercising & Maintaining BCM Plans.

This is a two (2) day training session where participants will be exposed to principles, techniques and methodologies in these key areas. 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:

Attendance of BCP200 with at least one (1) year of exposure in business continuity planning.

COURSE SYLLABUS:

- **Design and Implementation of Emergency Response & Operations Activities**
 1. *Identifying potential types of Emergencies and the Responses needed*
 2. *Verifying adequacy of existing Emergency Response Procedures*
 3. *Developing detailed Emergency Response Procedures*
 4. *Identifying Command and Control Requirements*
 5. *Developing Salvage and Restoration Plans*
- **Design, Development & Implementation of Crisis Management & Recovery Plans**
 1. *Defining the crisis management areas*
 2. *Determining and documenting crisis management procedures*
 3. *Determining Plan Development requirements*
 4. *Defining recovery management and control requirements*
 5. *Defining Plan format and structure*
 6. *Defining and Developing business continuity procedures*
 7. *Conducting damage assessment*
 8. *Developing procedures for critical resource acquisition*
 9. *Implementing the continuity plans*
 10. *Establishing plan distribution and control procedures*
- **Techniques & Methods of Training, Exercising & Maintaining plans.**
 1. *Testing methodologies (desk check, peer review, structured walkthrough, standalone test, integrated test, operational test, call tree test)*
 2. *Exercise methodologies (table top, simulation, drill, operational, mock disaster)*
 3. *Setting test and exercise objectives*
 4. *Measuring success and performance*
 5. *Developing Awareness Programmes*
 6. *Developing and ensuring compliance with, corporate policies and standards,*
 7. *Administering the plan maintenance process*
 8. *Centralised versus decentralised administration*
 9. *Reviewing and updating Business Continuity requirements*
 10. *Auditing the Business Continuity program*

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