

# Business Continuity Training

Consistent with international standards, guidelines, and best practices such as ISO/IEC 17799, NFPA 1600, BS 25999, and COBIT



## ADVANCED BUSINESS CONTINUITY PLANNING & MANAGEMENT

**CBRM Seminar (3-day course)**

A practical and comprehensive 3-day business continuity, disaster recovery, and emergency preparedness training course designed to help you protect your business.

### Features

- A step-by-step methodology to help you implement a business continuity program and develop, test, and maintain a business continuity plan.
- Detailed analysis and steps for conducting a business impact analysis, managing risks, and developing a business continuity strategy.
- A comprehensive overview of the business continuity planning principles and guidelines.
- Protection and recovery of the key aspects of business such as mission critical business processes, IT systems and infrastructure, manufacturing and production equipment and products, facilities, work areas, vital records, critical data, and services.
- Detailed overview of business continuity management

### Audience

This course is designed for anyone responsible for developing business continuity plans and disaster recovery plans, managing business continuity projects, or participating in business continuity.

The course is especially useful for business continuity planners, disaster recovery planners, business unit managers, project managers, senior management, and staff from information technology, security, emergency response, communications, and human resource departments.

It is an excellent resource for people seeking certifications such as CISSP (Certified Information Systems Security Professional), CBRM (Certified Business Resilience Manager), or CBRA (Certified Business Resilience Auditor).

### Description

This seminar teaches the principles of Business Continuity Planning (BCP) and Management and provides the skills needed to develop a business continuity plan.

This seminar is suitable for anyone with or without prior business continuity or disaster recovery knowledge or experience. It gradually proceeds from introductory to advanced topics in business continuity planning and includes a detailed overview of business continuity management. Day 1 of the seminar provides a comprehensive introduction and overview of the business continuity planning and management process.

The seminar is based on industry best practices and guidelines for the BCM process and the six stages of the BCP process:

- Risk management
- Business impact analysis
- Business continuity strategy development
- Business continuity plan development
- Business continuity plan testing
- Business continuity plan maintenance

The steps required to implement each of these stages are explored in detail and specific examples are used throughout the course to reinforce BCP concepts.

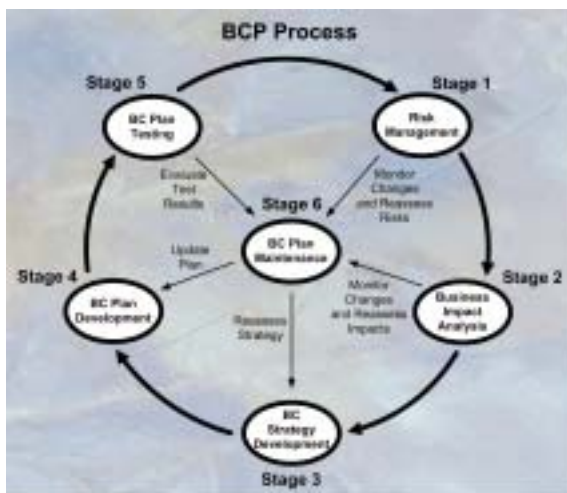
Students gain skills through discussions, hands-on practice in small group exercises, and through an easy to follow student manual.

*(see reverse side for course topics)*

Education Affiliates



www.sentryx.com



## Topics

### Introduction

Understand Business Continuity Planning (BCP) concepts.

- Purpose and scope of BCP
- Importance of a Business Continuity plan (BC plan), disaster recovery plan, crisis management plan, crisis communication plan, and emergency response plan
- Types, sources, and business impacts of disasters and disruptive events
- Historical evolution of business continuity planning, including disaster recovery planning, business recovery planning, and contingency planning
- Legal and regulatory requirements
- Business continuity best practices and standards
- Elements of business continuity management and business continuity planning process
- Six stages of the BCP process and its deliverables

### BCP Process Stage 1 - Risk Management

Assess the threats of disaster, existing vulnerabilities, potential disaster impact, and risk controls options.

- Introduction to risks, threats, exposures, impacts, and risk assessment methods
- Risk management method: risk assessment, risk control options assessment, risk controls cost and effectiveness assessment, risk control implementation, risk control decision, and risk reporting

### BCP Process Stage 2 - Business Impact Analysis (BIA)

Identify mission critical business processes and their recovery requirements. Analyze the impact to business if these processes are interrupted.

- Comparison of BIA and risk assessment
- Benefits of BIA
- BIA responsibilities
- Elements of a BIA: Maximum Tolerable Downtime (MTD), Recovery Time Objective (RTO), Recovery Point Objective (RPO), Work Backlog, and Data Loss
- Method for conducting BIA, deliverables, and report

### BCP Process Stage 3 - Business Continuity Strategy Development

Develop a business continuity strategy for timely and cost-effective recovery from potential business disruptions.

- Introduction to business continuity strategy
- Recovery scope/requirements identification
- Identification and cost-benefit assessment of available recovery alternatives/options
- Recommendations for recovery contracts

### BCP Process Stage 4 - Business Continuity Plan Development

Develop a document describing the plan for maintaining business continuity (BC).

- Objective and scope of a BC plan
- Role of BIA and BC strategy in a BC plan
- Roles and responsibilities of BC plan implementation teams
- BC plan implementation phases: initial response and notification, problem assessment, disaster declaration and escalation, recovery and resumption, and normalization
- Tasks and procedures for each BC plan implementation phase
- Crisis communication plan
- Emergency response plan
- BC plan change control procedures

### BCP Process Stage 5 - Business Continuity Plan Testing

Validate the business continuity plan.

- Benefits of testing
- Types of testing methods
- Importance of a test plan
- Test plan content
- Method for developing a test plan

### BCP Process Stage 6 - Business Continuity Plan Maintenance

Maintain the business continuity plan in a constant ready state for implementation.

- Importance of BC plan maintenance
- Components of BC plan maintenance: change management, periodic testing, regular training, and periodic auditing
- Deliverables from each component of BC plan maintenance
- Recommendations for effective BC plan change management

### Business Continuity Management

- Detailed overview of BC management
- Relationship between business continuity program phases and plan development
- Business continuity and resilience program office
- Business continuity program audit methodology

### Business Resilience, Continuity, & Disaster Recovery

- Evolution of business continuity to business resilience
- Limitations of business continuity
- Business Resilience concepts & model
- Business Resilience Management
- Business Resilience Strategy
- Enterprise Risk Management



### Seminar Information

For more information or to obtain course outlines, please visit Business Resilience Certification Consortium International ([www.brcci.org](http://www.brcci.org)) or contact a local BRCCI Education Affiliate.