

Detailed Study of
the Business
Continuity
Management
Process

Step-by-step
Program
Management
Methodology

Consistent with
international
standards,
guidelines, and
best-practices
such as ISO/IEC
17799, NFPA 1600,
and BS25999

Workshop Information

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



Description

This workshop is intended for executives, IT directors and managers, disaster recovery and business continuity staff, or anyone who needs to understand business continuity management. The workshop provides a comprehensive overview of the business continuity management process and step-by-step program management methodology. It is based on industry best practices and guidelines for the seven phases of business continuity program management:

- Phase A: Program Initiation
- Phase B: Program Planning
- Phase C: Program Functional Requirements Analysis
- Phase D: Program Design and Development
- Phase E: Program Implementation and Testing
- Phase F: Program Maintenance
- Phase G: BC Plan Execution

The workshop is consistent with international standards, guidelines, and best-practices such as ISO/IEC 17799, NFPA 1600, and BS25999.

Students will gain an understanding of each program management phase and how to effectively plan, guide, and coordinate tasks and activities within each phase. The phases are presented in a road-map format that enables students to effectively manage disaster recovery and business continuity programs.

Specific examples are used throughout the workshop to reinforce business continuity management principles and concepts. Through this course, students will gain a solid understanding of the methods to address challenges and complexities associated with managing a business continuity program.

Business Continuity Program Management

for Executives, Management,
Disaster Recovery and Business
Continuity Coordinators
(BCM Workshop)

Features

- A comprehensive overview business continuity management life-cycle process
- A step-by-step program management methodology based on industry standards, guidelines, and best practices.
- Student workbook and handouts

Who Should Attend?

This workshop is designed for anyone who is responsible for business continuity management, developing business continuity plans or program plans, or anyone participating in business continuity planning projects. It is especially useful for executives, IT directors and managers, and disaster recovery and business continuity staff.

The following personnel are strongly recommended to attend this course:

- Senior executive and management staff
- Disaster recovery and business continuity planners
- Business continuity, crisis management, & emergency response team members
- Business unit managers
- Information technology management and information security staff
- Project managers
- Telecommunications staff

Education Affiliates

BCM Workshop for Executives, Management, Disaster Recovery and Business Continuity Coordinators



Workshop Objectives

Upon completion of this workshop, students will be able to:

- Initiate, implement, and manage a business continuity program within their own organization.
- Successfully manage the overall execution of a business continuity plan during a crisis situation.
- Avoid typical mistakes that lead to business continuity management program failures.
- Establish a business continuity steering committee and continuity program office
- Initiate efforts to gain management's commitment and buy-in to the business continuity program.
- Define expected objectives and deliverables for each phase of the business continuity management lifecycle.
- Define a business continuity program policy
- Establish a process to raise corporate-wide business continuity culture
- Create and execute a business continuity program project plan
- Assess business continuity program budget requirements.
- Manage assessments of business continuity risks and BIA project.
- Decide on a business continuity recovery strategy
- Establish Service Level Agreements to maintain business continuity
- Coordinate the development of the business continuity plan
- Manage testing of the business continuity plan
- Develop and implement a business continuity training and awareness plan

BCM Workshop Topics

Introduction to Business Continuity Management

- Understand Business Continuity Management (BCM) principles, concepts, scope, and objectives

Phase A - Program Initiation

- Learn how to initiate a business continuity program within your own organization

Phase B - Program Planning

- Learn how to develop a business continuity program plan and obtain approval

Phase C - Functional Requirements Analysis

- Learn how to analyze and assess requirements that need to be fulfilled by the business continuity program

Phase D - Program Design and Development

- Learn how to design and develop the business continuity program to fulfill program functional requirements

Phase E - Program Implementation and Testing

- Implement and test the business continuity program

Phase F - Program Maintenance

- Maintain the business continuity program in a constant state of readiness

Phase G - Plan Execution

- Execute the business continuity plan

Learn how to initiate, implement, and manage your company's business continuity program.

Designed to teach you business continuity management knowledge and skill.

Workshop Information

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