



**GLOBAL
INDUSTRIES
INTELLIGENCE**



BCI TRAINING

(BUSINESS CONTINUITY INSTITUTE)

COURSE OUTLINES

The BCI (Business Continuity Institute) training focuses on preparing individuals and organizations to handle and mitigate the impacts of business disruptions. The course covers business continuity management (BCM), crisis management, disaster recovery, risk management, and how to ensure the continued operation of essential business functions during and after an incident. The course is designed to align with the BCI's Good Practice Guidelines (GPG) and is beneficial for professionals aiming to develop their knowledge and skills in business continuity management and crisis response.

The course is typically delivered over 4 to 5 days, with each day dedicated to different aspects of Business Continuity (BC) management and key competencies related to crisis and risk management.

DAY 1: INTRODUCTION TO BUSINESS CONTINUITY MANAGEMENT (BCM)

- **Overview of Cloud Computing and AWS**
 - Understanding the concept of business continuity and its importance in today's dynamic environment
 - Introduction to the BCI Good Practice Guidelines (GPG) and how they inform business continuity strategies
 - Business continuity frameworks and standards (ISO 22301, NFPA, etc.)
 - Defining the roles and responsibilities of business continuity teams
- **The BCM Lifecycle**
 - Introduction to the BCM lifecycle: Policy and program management, risk assessment, business impact analysis, strategy development, response planning, and maintenance
 - Understanding the relationship between risk management, disaster recovery, and crisis management in the BCM framework

- **Business Continuity Policy Development**

- Creating and implementing a BC policy that aligns with the business goals and objectives
- Understanding organizational culture and ensuring top management support for business continuity initiatives
- Key elements of an effective BC policy: Governance structure, scope, and goals

DAY 2: BUSINESS IMPACT ANALYSIS (BIA) AND RISK ASSESSMENT

- **Business Impact Analysis (BIA)**

- The role of BIA in BCM and how to assess critical business functions
- Identifying critical processes, resources, and dependencies
- Understanding acceptable downtime and recovery objectives (RTO, RPO)
- Tools and techniques for conducting a BIA: Interviews, workshops, surveys, and data analysis



- Developing impact scenarios and assessing financial, operational, and reputational impacts
- **Risk Assessment and Management**
 - Conducting risk assessments to identify potential threats and vulnerabilities
 - Evaluating the likelihood and impact of identified risks
 - Risk treatment strategies: Mitigation, transfer, avoidance, and acceptance
 - Designing a risk register and mapping risk mitigation strategies
- **Integrating BIA and Risk Assessment into BCM**
 - Combining the outcomes of BIA and risk assessments to inform recovery strategies and resource allocation
 - Setting up the right recovery priorities based on BIA results and risk profiles

DAY 3: DEVELOPING BUSINESS CONTINUITY STRATEGIES AND PLANS

- **Developing BC Strategies**
 - Designing effective strategies for maintaining critical business operations during disruptions
 - Strategies for resource recovery, including IT systems, personnel, data, and facilities
 - Choosing the right recovery strategies for different types of disruptions (e.g., natural disasters, cyberattacks, pandemics)
- **Business Continuity Plans (BCPs)**
 - The structure of a Business Continuity Plan: Key sections and content
 - Creating and maintaining a BC plan that outlines how critical processes will be restored during an incident
 - Crisis management and emergency response plans
 - Communications plans for internal and external stakeholders during an incident

- **Plan Development and Integration**

- Integrating BC plans with disaster recovery, crisis management, and IT contingency plans
- Testing and validating BC plans: Tabletop exercises, simulations, and dry runs
- Aligning BC plans with the organization's broader risk management and corporate strategies

DAY 4: BUSINESS CONTINUITY TESTING, MAINTENANCE, AND INCIDENT MANAGEMENT

- **Testing and Exercising Business Continuity Plans**

- The importance of regular testing and exercises to evaluate the effectiveness of BC plans
- Types of tests: Walkthroughs, tabletop exercises, full-scale simulations
- Designing test scenarios based on real-world incidents
- Lessons learned from testing and how to incorporate improvements into the BC plan

- **Plan Maintenance and Continuous Improvement**

- Developing a maintenance schedule for BC plans to ensure they are up-to-date
- How to monitor and review the effectiveness of business continuity strategies over time
- Building a culture of continuous improvement in BCM



- **Incident Management and Response**

- Establishing an incident management team and defining roles during an incident
- Crisis communication and decision-making processes during a business disruption
- Post-incident review and recovery: How to analyze the response and refine business continuity strategies

DAY 5: BUSINESS CONTINUITY INSTITUTE CERTIFICATION EXAM (OPTIONAL)

- **BCI Certification Preparation**

- Overview of the BCI Certification Exam: Requirements, format, and key topics covered
- Review of all BCM concepts, strategies, and tools covered in the course
- Tips and strategies for passing the BCI certification exam

- **Mock Exam and Final Review**

- Practice exam to assess understanding of business continuity concepts
- Final Q&A session to clarify any remaining doubts and reinforce critical concepts
- Exam registration and next steps for certification

- **Target Audience:**

- Professionals involved in business continuity planning, risk management, and crisis management
- IT managers, security managers, and disaster recovery specialists
- Business continuity planners, crisis managers, and emergency response personnel
- Individuals looking to gain BCI certification in business continuity and resilience

- **Learning Methodology:**

- The course uses a combination of lectures, case studies, interactive discussions, group exercises, and real-world scenarios to reinforce learning. Participants will also engage in practical exercises to develop and evaluate BC plans, conduct risk assessments, and run tests

- **Learning Objectives:**

- **By the end of this course, participants will be able to:**

1. Understand the core principles and concepts of business continuity management.
2. Conduct risk assessments and business impact analyses to inform BCM strategies.
3. Develop and implement business continuity plans and strategies for various disruptions.
4. Test, maintain, and continuously improve business continuity efforts.
5. Prepare for and sit the BCI certification exam, if applicable.

