



BUSINESS CONTINUITY TRAINING

BCI LICENSED TRAINING COURSE

COURSE TIMETABLE

“The BCI licensed training course is a foundation course based on the Business Continuity Institutes “Good Practice Guidelines”. It covers the full business continuity lifecycle and helps to prepare students to pass the Business Continuity Institutes Certificate in Business Continuity.”

Charlie Maclean-Bristol,
Head of Training

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DAY ONE - Module 1: Policy, Culture and Programme Management

08:30 - 09:00	Course assemble	Tea and coffee served.
09:00 - 09:30	Introductions	What are people looking to get out of the course. Aims of the course. Training administration.
09:30 - 10:00	Practical exercise	Student business continuity exercise.
10:00 - 10:45	What is business continuity	The business case for BCM. other standards and diciplines. BS25999 The BCM lifecycle. BCM as a management system.
1015 - 1045	What are the the benefits of carrying out Business Continuity	What are the benefits associated with implementing business continuity. Which organisations have a requirement to carry it out. What relevant legislation there is covering business continuity.
10:45 - 11:00	Break	Tea and coffee served.
11:00 - 13:00	Business continuity policy	Defining the scope of the BCM programme. Policy framework. Policy organisational context and market considerations. Governance and mangement.
13:00 - 14:00	Lunch	
14:00 - 15:30	BCM Programme Management	Assigning rsponsibilities. Implementing BCM in the organisation. Project management. Ongoing BC management. Documentation. Incident readiness and response.
15:30 - 15:45	Break	Tea and coffee served.
15:45 - 17:00	Embedding BCM In an Organisations Culture	General principles. Assessing th level of BCM awareness. Developing BCM within the culture. Monitoringcultural change.
17:00 - 17:30	Review and Practice Questions	Review of the day. Answer practice questions

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DAY TWO - Module 2: Understanding the Organisation

08:30 - 09:00	Course assemble	Tea and coffee served.
09:00 - 09:30	Practical exercise	Student business continuity exercise.
09:30 - 10:45	Business Impact Analysis (BIA)	Principles and scope. Purpose of BIA. Defining critical activities. Defining Maximum Tolerable Period of Disruption. Defining Recovery Time Objective. Defining Recovery Point Objective. Understanding impacts and time criticality. BIA questionnaires. BIA software. The backlog trap.
10:45 - 11:00	Break	Tea and coffee served.
11:00 - 12:00	Practical exercise	Introduction to VIA-C case study company. Student exercise: Developing a BIA for VIA-C.
12:00 - 13:00	Continuity Recovery Requirements (CRA)	Principles and scope. Supplier concepts. Identifying resources. CRA outcomes. Technolgy requirements.
13:00 - 14:00	Lunch	
14:00 - 15:30	Practical exercise	Student exercise developing th CRA for VIA-C.
15:30 - 15:45	Break	Tea and coffee served.
15:45 - 17:00	Risk Assessment	RA as part of BCM. Benefits and limitations of RA Risk management process, techniques and options. Supply chain risks. IT risks. Natural disasters.
17:00 - 17:30	Review and Practice Questions	Review of the day. Answer practice questions

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DAY THREE - Module 3: Determining BCM Strategies

08:30 - 09:00	Course assemble	Tea and coffee served.
09:00 - 09:30	Practical exercise	Student business continuity exercise.
09:30 - 10:45	Overall BCM Strategy	Strategy concepts. Determining strategy starting points. Relationship with MTPD and RTOs. Activity recovery times. Resillience. Strategy options.
10:45 - 11:00	Break	Tea and coffee served.
11:00 - 13:00	Activity continuity policy	Determining activity continuity requirements, options and concepts. IT concepts and options. Information security. RPO and data loss. Telephony continuity. People continuity. Premises concepts. Work area recovery tactics and options. Equipments, supplies and supply chain continuity. Threat reduction techniques.
13:00 - 14:00	Lunch	
14:00 - 15:00	Practical exercise Management	Student exercise looking at possible strategies for VIA-C
15:00- 15:30	Resource level consolidation	Resource level consolidation outcomes and review. Making a business case.
15:30 - 15:45	Break	Tea and coffee served.

Module 4: Developing & Implementing a BCM response

15:45 - 17:00	Incident Response Structure	Incident management structures (strategic, tactical and operational) Management of incidents. Incident response decision making. Incident timetable.
17:00 - 17:30	Review and Practice Questions	Review of the day. Answer practice questions

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DAY FOUR - Module 4: Developing & Implementing a BCM Response Continued

08:30 - 09:00	Course assemble	Tea and coffee served.
09:00 - 09:30	Practical exercise	Student business continuity exercise.
09:30 - 10:45	Incident Management Plans	How different plans fit together. Incident management and BS25999. Characteristics of major incidents. Plan contents. Setting up the incident team. Team members. Roles and responsibilities of the incident management team. Incident control centres. Staff welfare. Media management. New media. Stakeholder management.
10:45 - 11:00	Break	Tea and coffee served.
11:00 - 12:00	Business Continuity Plans (BCP)	Plan frameworks. Contents of the BCP. BCP roles and responsibilities. Action lists and tasks. Battle boxes.
13:00 - 14:00	Lunch	
14:00 - 14:30	Practical Exercise	Student exercise looking at possible strategies for VIA-C

Module 5: Exercising, Maintenance and Review

14:30 - 15:30	Exercising BCM Arrangements	Developing exercise programmes. Purpose of exercise. Process for developing exercises. Conducting technical exercises. Walk-through exercises. Full exercises. Developing scenarios. Exercises and the media. Exercise staff.
15:30 - 15:45	Break	Tea and coffee served.



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DAY FOUR - Module 5: Exercising, Maintenance and Review Continued.

16:30 - 17:30	Review, practice Questions and Course review	Review of the day. Answer practice questions. Review of the course. Fill in feedback forms. Answer practice questions.
17:30	Departure	Course departs from venue.

DAY FIVE - Exam

09:00 - 11:00	Exam
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