

## **Course:**

### **(BCP) - Business Continuity Planning & Disaster Recovery Planning**

**Duration:** 3 Days

#### **Course Introduction**

This course is an intensive 3-days course that teaches the principles of Business Continuity Planning (BCP) and practical methods to develop, test, and maintain your business continuity plan. Include 3 power workshops: Business Impact Analysis (BIA), Business Continuity Planning and Disaster Recovery Planning Workshops. The course is based on industry best practices and guidelines for the seven stages of the BCP process:

- Project Initiation
- Risk Assessment
- Business Impact Analysis (BIA)
- Business Continuity Mitigation Strategy Development
- Business Continuity Plan Development
- Business Continuity Training, Testing and Auditing
- Business Continuity Plan Maintenance

The seven 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.

#### **Course Objectives**

Upon completion of this course, you will be able to:

- Establish BC program lifecycle processes within your organization
- Assess business and technology requirements for a BC plan
- Understand Business Impact Analysis (BIA)
- Evaluate business continuity risks to your organization
- Identify and select cost-effective BC recovery strategies
- Organize an effective BC team
- Develop a BC plan document
- Develop a DR plan document
- Develop an effective test plan for testing the BC plan
- Organize and conduct successful BC plan tests
- Establish a process for maintaining the BC plan
- Avoid typical mistakes that lead to BC program failures
- Understand the main differences between a disaster recovery plan, emergency response plan, crisis management plan, and business continuity plan

#### **Course Prerequisite**

Fundamentals of Information Security or equivalent experience

#### **Target Group**

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 planning.

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

It is an excellent resource for people seeking certifications such as CISSP (Certified Information Systems Security Professional) or CBCP (Certified Business Continuity Professional).

### **Learning Level**

Intermediate

### **Course Outline**

#### **The Overview of Business Continuity Management, Business Continuity Planning and Disaster Recovery Planning (BCM, BCP & DRP)**

- Define Business Continuity Management (BCM)
- Define Business Continuity Planning (BCP)
- Define Disaster Recovery Planning (DRP)
- Define BS 25999 : Business Continuity Management (BCM)
- Define MTD, RTO, RPO, BIA
- Define Emergency Response Plan and Crisis Management Plan
- BCP and DRP Basics : Describe the seven phases of BCP

#### **Business Impact Analysis (BIA) Workshop**

- Understanding Impact Criticality
- Identifying Business Functions and Processes
- Gathering Data for the Business Impact Analysis
- Determining the Impact
- Business Impact Analysis Data Points
- Preparing the Business Impact Analysis Report
- Mitigation Strategy Development
- Types of Risk Mitigation Strategies
- IT Risk Mitigation
- Risk Mitigation Process
- Backup and Recovery Considerations

#### **Real-World BCM,BCP & DRP Experience : BCP & DRP Workshop**

##### Understanding and Using BC/DR Checklists

- Crisis Communication Checklist
- Business Continuity and Disaster Recovery Response Checklist
- Emergency and Recovery Response Checklist
- IT Recovery Checklist
- Training, Testing, and Auditing Checklists
- BC/DR Plan Maintenance Checklist

##### Lesson Learn from The Expert

- BCP & DRP case study
- BCP Workshop
- DRP Workshop