

URM

ULTIMA RISK MANAGEMENT

BCI

'Understanding BCM Principles and Good Practice'



**Duration: 5 days
(1 day modules also available)**

Deliverables

On completion of this course delegates will have a comprehensive understanding of all the key stages of the BCM life cycle:

- Policy, Programme Management and Culture (covers 'BCM Programme Management' and 'Embedding BCM in the Organisation's Culture' of BS 25999 life cycle)
- Understanding the Organisation (includes conducting business impact analyses and risk assessments)
- Designing Business Continuity Strategy (includes drawing up and selecting strategy options)
- Developing and Implementing a BCM Response (includes alarming and escalation plans, crisis management plans and continuity plans)
- Exercising Maintenance and Review (includes different types of exercises and tests and auditing processes)

On completion of the course, delegates will also be able to confidently sit the BCI Certificate Examination.

BCI Certificate Examination

The examination, which is taken independent of the course, lasts 2 hours and contains 125 multi choice questions. Passing the Certificate Examination will be a mandatory requirement for anyone seeking ABCI membership (Associate) or wishing to become an SBCI (Specialist) or MBCI (Member). The examination can be taken at a permanent testing centre in London or a mobile testing centre during a one month 'window' every quarter. Please refer to the BCI or URM Website for details of the next window.

Ultima Risk Management (URM) is a licensed training provider of the Business Continuity Institute (BCI) 'Understanding Business Continuity Management (BCM) Principles and Good Practice' Training Course. Delegates can take the five day course as a whole or sit individual day modules. The Course is based on the BCM life cycle set out in BCI's 'Good Practice Guidelines' and in BS 25999 (the recently launched national Standard for Business Continuity Management). As such, the course provides a comprehensive understanding of both the framework and practical issues surrounding the different stages of the BCM life cycle. The course will also enable delegates to confidently sit the BCI Certificate Examination. All delegates attending the course can apply to become affiliate members of the BCI.

Who should attend?

The course is aimed at any individual who would like to gain a comprehensive understanding of the BCM life cycle from both a principles and 'good practice' perspective. The course is ideally suited to those who have been given business continuity responsibilities and need to understand the theoretical framework and practical issues surrounding the BCM life cycle. The course is suited to individuals from organisations which are looking to comply or certify with the BS 25999 Standard. Career switchers will also find this course invaluable.

Prerequisites

Delegates do not need to have had any previous business continuity experience although they should have a minimum of one year's experience working in a business environment and have an understanding of the key activities and functions within their organisation.

Benefits

By the end of the course, delegates will have a clear understanding of all the key components of the BCM life cycle. The focus of the course is not just on 'what to do' but on 'how to do it'. In this regard, delegates will greatly benefit from the practical experiences of URM's trainers who are all practising business continuity and risk management consultants. Trainers are on hand throughout the week, including evenings, to answer any questions or queries.

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ULTIMA RISK MANAGEMENT

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Course style

The course is a mixture of traditional classroom training, break-out exercises and group discussions. Break out exercises are intended to reinforce learning and encourage delegate participation. Typically, there are three exercises per day which account for approximately 25-30% of classroom time. Delegates also receive a copy of the relevant section/chapter from BCI's 'Good Practice Guidelines'. This is an invaluable post course exam preparation reference document.

Course topics*

Day One: Policy, Programme Management and Culture

Business continuity management (BCM) life cycle

Policy (scope, contents, roles, responsibilities, legislation and regulation)

Programme management (tasks and responsibilities, implementing BCM and ongoing management)

Culture (building a BCM culture, awareness and training)

Break out exercises

Determining BCM drivers

Identifying who in an organisation should be involved in BCM

Creating a 'culture' dashboard for own organisation

Day Two: Understanding the Organisation

Purpose of 'Understanding the Organisation'

Business impact analysis (concepts and assumptions, process)

Recovery requirements

Risk assessment (concept of risk, process of risk assessment, how to perform a risk assessment)

Break out exercises

Project planning

Determining maximum data loss

Assessing probability of risks

Day Three: Determining Business Continuity Strategy

Strategy options

Basic design continuity options

Selection of possibilities

Business case (contents of document, 'Go or No Go')

Realisation and implementation of resources

Break out exercises

Assessing importance of resources

Drawing up off-site storage requirements

Selecting strategy options

Drawing up external service level agreements

Day Four: Developing a BCM Response

Alarming and escalation plans

Realising employee safety plans

Crisis management (organisation, resources and process)

Stakeholder management

Continuity plans

Realisation (organisation and procedures)

Break out exercises

Differentiating between crisis and incident management plans

Selecting members of crisis management teams

Drawing up communication options

Selecting type of continuity plans

Day Five: Exercising, Maintaining and Reviewing BCM Arrangements

Definitions of testing and exercising

Types of tests

Maintenance

Audit (measuring quality, reporting methods, recipients of reporting)

Break out exercises

Selecting scenario for functional test

Determining success criteria

Reviewing audit process in context of own organisation

*** Delegates can sit the five day course as a whole or sit one day modules.**