

# BCM-BS25999

## BCM Framework Using British Standards BS25999

### Workshop Description

Businesses are subject to contingencies of varying severity levels and if these are not managed properly, over time they can develop into disasters resulting in the disruption of the critical business operations of the organization and the subsequently tarnishing of corporate reputation.

Business continuity management enables organizations in all sectors to strengthen its integrated management processes and capabilities and to ensure the resiliency of its critical business operations. This **3-day** Business Continuity Management Workshop is a specially designed training course tailored to the requirements and specifications of the British Standards for Business Continuity Management, also known as the BS25999.

BS25999 has been received favorably by many organizations around the world especially those that have global operations where the need to have a common corporate framework for BCM is most required.

### Who Should Attend?

This workshop is designed and developed to benefit senior management, managers and executives by providing a better understanding of BCM.

Those who are responsible to manage and implement the BCM programme and projects for their organizations or business units will also benefit from the practical approach and fundamental knowledge taught in this course.

### Any Pre-requisites Needed?

There are no pre-requisite for this course.

### Delivery Structure?

This is an instructor-led course that uses a combination of presentation lectures and question and answer sessions to discuss specific needs and issues experienced by the attendees in their respective environment.

Attendees will be able to tap on the extensive experience of the trainer to solve practical problems in their current environment adding tremendous value.

### Who is the Trainer?

The workshop will be led by highly qualified instructor(s) who are certified practitioner(s) with either DRII and/or BCI and he would have had achieved a minimum of five years of experience as a practitioner in a major organization.



**Would you like to know how to ensure that your business can be sustained even after a disaster?**

**Would you like to know how to prepare your business to be certified for BCM preparedness?**

### Benefits from Workshop?

After completing the course, you will have: -

- A fundamental knowledge of business continuity management
- An insight into the business continuity planning methodology
- Practical skills to build up a plan for your organization
- An insight into the British Standard BS25999 and its requirements ensuring proper implementation and making the organization ready for certification

And much, much more

Developed by  
DRBCM Associates Pte Ltd



**Workshop Syllabus**

**Day One**

**1. Overview of BCM**

- What is BCM?
- BCM and organizational strategy
- Relationship of BCM within risk management
- Establishing the importance of BCM
- Elements of the BCM lifecycle

**2. Programme Management**

- Setting the Organization up for BCM
- Key to Programme Management Success
- Defining the Scope
- Defining the Objectives
- BCM policy
- Managing the components
- Project risks
- Documentation and records
- Programme framework

**3. Understanding the Organization**

**Business Impact Analysis**

- Scope of Business Impact Analysis
- Maximum tolerable period of disruption (MTPD)
- Key information required
  - o Critical business functions
  - o Recovery Time Objective (RTO)
  - o Recovery Point Objective (RPO)
  - o Minimum Resource Requirement (MRR)
- Information Gathering Process
- Results of Business Impact Analysis

**Day Two**

**4. Understanding the Organization**

**Risk Analysis and Review**

- Process to identify risks
- Threats – internal and external occurrences
- Rate the probability of different risks
- Risk treatment
- Controls and safeguards
- Probable disasters

**5. Determining BCM Strategies**

- Evaluation of recovery strategies
- Strategy formulation
- Recovery Strategy Requirements and their evaluation criteria
- Selection criteria for outsourcing vendors

**Day Three**

**6. Developing and Implementing a BCM Response**

- Scope of business continuity plans
- Emergency Response Plan
- Information requirement
- Crisis communications
- Coordination with External Agencies
- Security and control
- Alternate Site requirements
- Business Recovery Plans
- Resource Recovery Solution Plan
- Business Restoration Plan
- BC Plan distribution and control

**7. Exercising, maintaining and reviewing BCM Arrangements**

- Objectives of tests and exercises
- Scope of tests
- Assessment criteria
- Methods of testing
- Debriefs
- Documentation

**8. Embedding BCM in the Organization's Culture**

- Review
- Audit
- Training & Awareness

**Certificate of Attendance**

All attendees will receive a Certificate of Attendance at the end of the third day.

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