

# Business Continuity Management: How to develop a Business Continuity Plan

The adequacy of preparedness such as a Business Continuity Plan is imperative and is a crucial link to the survival of organization.

Upon successful completion of the course, participants will acquire an in-depth knowledge on how to develop a business continuity plan.

## Course outline

- Business Continuity Management
- What is Business Continuity Planning?
- Benefits of a Business Continuity Plan
- Business Continuity Interfaces
- Business continuity management (BCM) Lifecycle
- Step 1: BCM Programme Management
- Step 2: Understanding the Organization
- Business Impact Analysis
- Risk Assessment
- Step 3: Determining BCM Strategy
- Strategies based on 5Ps : People, Premises, Process (Technology), Profile (Information) and Providers (Suppliers)
- Step 4: Developing and implementing BCM Response
- Business Continuity Plan Content
- Step 5: Exercising, Maintaining and Reviewing BCM arrangements
- 4 types of exercise: Testing, Discussion based exercise, Table-top exercise, Live exercise
- Step 6: Embedding BCM in the Organization's Culture

## Who should attend

This course is designed and aimed for individuals such BCM team leader and members, management representative, business owners who will be responsible for developing a business continuity plan in their business or organization.

## Prerequisites

This course does not have any pre-requisite units for entry.

## Course Duration

4 hours

## Course Fees

\$380 before GST



## Exam and certification

- Participants will need to complete a four-hour live training and assessment at the end of the course.
- Participants will be required to achieve at least 80% of total marks in the assessment.
- An electronic Certificate of Completion will be awarded upon successful completion of the online assessment.

