

## Business Continuity Planning (BCP)

Duration: 2 days

### Course Objective

To introduce Business Continuity Planning Process in the practical way helping Business to formalize/structure the need for handling the Disaster or Crisis for their Business.

### Course Outline

- Introduction to Business Continuity Planning
  - What's Business Continuity Management/Planning
  - Business Continuity Life Cycle
  - Disasters / Crisis
  - Type of Plan (BCP, COOP, IT Contingency, DRP, OEP, etc.)
- General Issues for Business Continuity Management
  - Terminology
  - Standards
  - Business Justification - Cost of Failure / Success
  - Where to start? And How?
- Business Continuity Management Planning – In Practices
  - Business Strategy
  - Business Continuity Policy
  - Business Impact Analysis
    - Business Processes
    - MTD, RTO, RPO
  - Risk Assessment
    - Impact & Probability
  - Identify Preventive Control
  - Getting Support from Departments
  - Develop Recovery Strategy
    - Prioritization
    - Backup Site, Backup Methodology, Equipments
  - Develop Recovery Detail Plan
  - Business Continuity Plan Testing
- Business Continuity Plan Maintenance
  - Training and Awareness
  - Communication Planning
  - Scenarios
  - Business Continuity Integration with Changes
- Critical Success Factor for Business Continuity Planning

### Target Audience:

Business Continuity Manager, Business Recovery Manager, Operation Manager, and other Recovery-related functions.