



**Designing Effective Business Continuity
and
Disaster Recovery Plans
with
BS 25999 & ISO 27001**

MODULE TWO

Designing Effective Business Continuity and Disaster Recovery Plans with BS 25999 & ISO 27001

Format: Lecture and Case Study

Duration: Half day

Overview

Business Continuity Planning is concerned with protecting the vital business processes of your organization. In the event of a major - or minor -critical incident, these essential components of your operations will continue to function. Business Continuity Planning is no longer just the preoccupation of specialized individuals working apart from the rest of the company. It is no longer just about computers. It is the responsibility of every member of your management team to ensure the survival of your firm.

Course Benefits

- ◆ This Intensive day long course addresses the 'missing link' in business continuity training today using best practices embodied in BS 25999 /PAS 56.
- ◆ Besides provide solid grounding in the principles of business continuity planning, it goes way beyond this, and provides practical, results-oriented training in the methodologies of business continuity planning.
- ◆ Delegates learn "what" they need to do, and "how" to accomplish their goals.
- ◆ They learn methodologies and "best practices" which can be applied to all organizations, regardless of size, complexity, industry, government, or nationality

Who should attend?

- ◆ The course is designed for individuals who need practical tools and techniques for Business Continuity Planning, and a comprehensive overview and understanding of BCP, its principles, and methodologies.
- ◆ If you have been recently assigned the task of creating or updating a Business Continuity Plan, this course will provide you with the practical tools to get on Business Continuity Management & Disaster Recovery with the job.
- ◆ If you are an experienced Business Continuity Planner and / or wanting a refresher on Business Continuity Planning, this course is also for you.

Course Outline

A combination of tutorials, syndicate exercises & role play, including the following topics:

Risk Assessment and Business Impact Analysis- What threatens your business?

Understanding the need for a Business Continuity program
Overview of the Business Continuity Management lifecycle
Defining your organization's Business Continuity requirements
Conducting a Business Continuity Risk Assessment
Conducting a Business Impact Analysis

Successful Strategies for Business Continuity Planning -How do you plan the survival of your critical operations?

Identifying and selecting Business Continuity strategies for:

- ◆ Mitigating risk
- ◆ Reducing impact
- ◆ Recovering computer systems
- ◆ Resuming business operations
- ◆ Evaluating commercial recovery services
- ◆ High availability systems
- ◆ Initial response and assessment
- ◆ Interim contingencies
- ◆ Resource provisioning
- ◆ Business resumption
- ◆ Return to normal

Prerequisites

This course does not require a prior knowledge of the standard but enthusiasm and willingness to learn is definitely a must.

Award of Certificate

- ◆ Certificate of Attendance will be given to participants who have attended at least 90% of the class.

Designing Effective Business Continuity and Disaster Recovery Plans with BS 25999 & ISO 27001

Workshop Agenda

1330	Understanding the need for a Business Continuity program
1345	Overview of the Business Continuity Management lifecycle
1400	Business Continuity requirements of BS 25999 & ISO27001
1430	Conducting a Business Continuity Risk Assessment
1450	Conducting a Business Impact Analysis
1515	Coffee
1530	Identifying and selecting Business Continuity strategies
16 00	Business continuity plan development
16 30	Business continuity plan testing
1700	Business Resilience, Continuity, & Disaster Recovery
1715	Interactive Feedback Session

Key Takeaways

By the end of module two delegates must be able to

understand :

BCP Process Stage 1 - Risk Management

- ◆ Assess the threats of disaster, existing vulnerabilities, potential disaster impact, and risk controls options
- ◆ Introduction to risks, threats, exposures, impacts, and risk assessment methods
- ◆ Risk management method: risk assessment, risk control options
- ◆ Introduction to risks, threats, exposures, impacts, and risk assessment methods
- ◆ Risk management method: risk assessment, risk controls cost and effectiveness assessment, risk control implementation, risk control decision, and risk reporting

BCP Process Stage 2 - Business Impact

Analysis (BIA)

- ◆ Identify mission critical business processes and their recovery requirements
- ◆ Analyze the impact to business if these processes are interrupted
- ◆ Comparison of BIA and risk assessment
- ◆ Benefits of BIA
- ◆ BIA responsibilities
- ◆ Elements of a BIA: Maximum Tolerable Downtime (MTD), Recovery Time Objective (RTO), Recovery Point Objective (RPO), Work Backlog, and Data Loss
- ◆ Method for conducting BIA, deliverables, and report

BCP Process Stage 3 Business Continuity

Strategy Development

- ◆ Develop a document describing the plan for maintaining business continuity (BC)
- ◆ Objective and scope of a BC plan
- ◆ Role of BIA and BC strategy in a BC plan
- ◆ Roles and responsibilities of BC plan implementation teams

- ◆ BC plan implementation phases: initial response and notification, problem assessment, disaster declaration and escalation, recovery and resumption, and normalization
- ◆ Tasks and procedures for each BC plan implementation phase
- ◆ Crisis communication plan
- ◆ Emergency response plan
- ◆ BC plan change control procedures **BCP**

Process Stage 5 Business Continuity Plan

Testing

- ◆ Validate the business continuity plan
- ◆ Benefits of testing
- ◆ Types of testing methods
- ◆ Importance of a test plan
- ◆ Test plan content
- ◆ Method for developing a test plan

BCP Process Stage 6 Business Continuity Plan Maintenance

- ◆ Maintain the business continuity plan in a constant ready state for implementation
- ◆ Importance of BC plan maintenance
- ◆ Components of BC plan maintenance: change management, periodic testing, regular training, and periodic auditing
- ◆ Deliverables from each component of BC plan maintenance
- ◆ Recommendations for effective BC plan change management

Business Resilience, Continuity, &

Disaster Recovery

- ◆ Evolution of business continuity to business resilience
- ◆ Limitations of business continuity
- ◆ Business Resilience concepts & model
- ◆ Business Resilience Management
- ◆ Business Resilience Strategy
- ◆ Enterprise Risk Management

Key Learning Objectives

- ◆ Business Continuity Planning (BCP) concepts
- ◆ Purpose and scope of BCP
- ◆ Importance of a Business Continuity plan (BC plan), disaster recovery plan, crisis management plan, crisis communication plan, and emergency response plan
- ◆ Types, sources, and business impacts of disasters and disruptive events
- ◆ Historical evolution of business continuity planning, including disaster recovery planning, business recovery and contingency planning
- ◆ Legal and regulatory requirements
- ◆ Business continuity best practices and standardst
- ◆ Elements of business continuity planning management and business continuity planning process
- ◆ Six stages of the BCP process and its deliverables

Manchester

Date: 28 November 2006
Venue: Abbey Business Centers,
 Barnett House, 53 Fountain Street
 Manchester, M2 2AN
 T) + 44 (0) 161 247 8444
 F) + 44 (0) 161 247 8448
Time: 13 30 to 17 00 hrs
Program Fee: £ 160 + VAT
 (Including Networking Lunch [12.45 –
 13.15], refreshments, course materials
 and certificates)

Solihull

Date: 29 November 2006
Venue: Executive Communication
Centres, Wellington House,
 Starley Way,
 Birmingham International Park,
 Solihull B37 7GN
 Tel. +44 (0) 121 767 1800
 Fax. +44 (0) 121 767 1805
Time: 13 30 to 17 00 hrs
Program Fee: £ 160 + VAT
 (Including Networking Lunch [12.45 –
 13.15], refreshments, course materials
 and certificates)

London

Date: 30 November 2006
Venue: Executive Communication
Centres, 3 Bunhill Row
 London EC1Y 8YZ
 Tel: 0207 847 4000
 Fax: 0207 847 4005
Time: 13 30 to 17 00 hrs
Program Fee: £ 180 + VAT
 (Including Networking Lunch [12.45 –
 13.15], refreshments, course materials
 and certificates)

For more information please contact :

Secure Business Continuity

Tel: 0845 130 3177

Email: sales@securebusinesscontinuity.com

REGISTRATION FORM

Name of Delegate 1		
Job Title		
Name of Delegate 2		
Job Title		
Name of Delegate 3		
Job Title		
Company Name		
Address1		
Town and Post Code		
Telephone	Direct	Mobile
Manchester 28 th November <input type="checkbox"/>	Solihull 29 th November <input type="checkbox"/>	London 30 th November <input type="checkbox"/>
Full Day £275 + VAT <input type="checkbox"/>	Full Day £275 + VAT <input type="checkbox"/>	Full Day £295 + VAT <input type="checkbox"/>
Module 1 £160 + VAT <input type="checkbox"/>	Module 1 £160 + VAT <input type="checkbox"/>	Module 1 £180 + VAT <input type="checkbox"/>
Module 2 £160 + VAT <input type="checkbox"/>	Module 2 £160 + VAT <input type="checkbox"/>	Module 2 £180 + VAT <input type="checkbox"/>
Module 1 & 2 Shared <input type="checkbox"/>	Module 1 & 2 Shared <input type="checkbox"/>	Module 1 & 2 Shared <input type="checkbox"/>
<p>I would like to register the above mentioned delegate(s) for the above event(s) <input type="checkbox"/></p> <p>I would like to add the additional delegates:</p>		
<p>I would like to invite a colleague and book simultaneously to each get £15 discount on the standard price <input type="checkbox"/></p> <p>I would like to invite a colleague and book simultaneously to each attend a module for the standard price. <input type="checkbox"/></p>		
<p>I am enclosing a cheque for £..... Payable to Secure Business Continuity</p>		
<p>I wish to pay by credit card number</p> <p>Expiry Date.....</p>		
Name:	Date:	
<p>Title:.....</p> <p>Post to:</p> <p>Secure Business Continuity, 19 Chancel Way, Charlton Kings, Cheltenham. GL53 7RR</p>		