

<b>Course Name:</b>	Principle and Practice of Business Continuity Planning
<b>Duration:</b>	2 Day
<b>Medium of Instruction:</b>	Cantonese (with handout in English)
<b>Award of Certificate:</b>	Certificate of Attendance

### **Nature and Objectives:**

Modern enterprises cannot avoid all forms of corporate risks. An effective business continuity arrangement becomes an unavoidable component for the survival of enterprises. This course is designed to help the participants acquiring comprehensive knowledge necessary to develop an effective business continuity plan (BCP) to enable an organization to reduce its business loss resulting from an unthinkable condition and keep the business running continually at critical times. The course will help participants to identify the risks that affect the business and assess their impact, define critical business functions, formulate appropriate strategies, develop a comprehensive plan to continue running the business. The course also very focuses on the testing of established plan. Many organizations establish BCPs, but don't know how to test their plans effectively. It is always a misunderstanding that testing a BCP is a huge and unmanageable task, hence people simply ignore or give up the task. An un-tested BCP never works! If you do not test your plans, you just waste effort to prepare a pile of paper, which is useless during emergency. The course provides practical knowledge for participants to test a BCP according to time and resource available.

### **Who Should Attend:**

This course should be attended by managers and officers responsible for developing and implementing DR / BC plans, as well as those who want to gain a good appreciation of the risks, issues and planning process involved.

### **Course Outline:**

#### **Project Initiation**

- BCP policy
- The BCP Project Team Structure
- Corporate awareness & Commitment
- The planning process

#### **Analysis of Critical Needs**

- Enterprise risk management
- Managing the risks: the key to security
- Business impact analysis
- Analyzing critical needs

#### **Developing Continuity Strategies**

- Determining a targeting strategy
- RTO and the Incident Cycle
- Strategies categories and selection
- Disaster avoidance
- Contingency consideration
- Recovery arrangement
- Insurance scheme for key resources
- Recovery cost and Budget

#### **Plan Development & Implementation**

- Plan development
- Typical BCP team structure
- Typical content of a BCP
- Emergency Response
  - Declaration of an emergency for business survival
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- Direction and coordination of emergency operations
- Actions by Emergency Response Teams
- Emergency operations center
- Implementing the plan

#### **Crisis Communication**

- Internal Communication
- External Communication
- Media Control
- Preparation for communication
- Communication to stake holder and media

#### **Testing**

- What is testing
- What are the objectives and scope of testing
- What to look for in designing a test
- Types of tests
- Designing a detailed test plan
- Designing the overall test schedule
- Setting the success criteria
- Document a test
- Conducting a telephone notification test
- Conducting a walk-through test
- Building capabilities through integrated tests & simulation tests

#### **Maintaining and Auditing the Plan**

- Maintaining the plan
- Auditing the plan