

Principle and Practice of Business Continuity Planning

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.

Fee(HK\$): 4,000 / 3,600 (Enrolment on or before July 1, 2010)

Code: 40111265

Date: July 22 - 23, 2010

Time: 9:30 - 17:00

Venue: Hong Kong Productivity Council

Medium of Instruction: Cantonese (with handout in English)

Award of Certificate: Certificate of Attendance

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
 - 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

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Name: _____	Job Title: _____	
Organization: _____	Fee: _____	
Address: _____		
Tel: _____	Fax: _____	Signature: _____
Email: _____		_____

- To enroll, please complete the enrolment form and send it together with the appropriate fee to **ICT & Logistics Unit, Productivity Training Institute, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong**. All cheques should be crossed and made payable to "Hong Kong Productivity Council".
- Course fee must be accompanied with this form (or its photocopy), otherwise enrolment may be rejected.
- HKPC has adopted a Personal Data (Privacy) Policy. Information about the policy is available at HKPC enrolment counters for collection. You may also contact our Personal Data Controlling Officer for further details.
- Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
- Enrolment fee is not refundable unless HKPC is notified in writing of your withdrawal at least 5 working days before the course commences. A handling charge of HK\$200 will also be levied.
- An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
- HKPC reserves the right to change the contents, venue and / or time as necessary.
- Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. Participants will be notified when the class will be made up as soon as possible.

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