

# BS 25999 Business Continuity Management (BCM) Training Course



## Introduction

BS 25999 is now published in two parts...

The British Standards Institute (BSI) has published BS 25999, a standard that clearly defines the process, principles and terminology of Business Continuity Management (BCM) and Business Continuity Plans (BCP).

BS 25999 comes in two parts:

**BS 25999-1:2006** Business Continuity Management Code of Practice has been developed by practitioners throughout the global community, drawing upon their considerable academic, technical and practical experiences of BCM. BS 25999 has been produced to provide a system based on good practice for BCM.

It is intended to serve as a single reference point for identifying the range of controls needed for most situations where BCM is practiced in industry and commerce and is to be used by large, medium and small organisations in industrial, commercial, public, and voluntary organisations.

**BS 25999-2:2007** Specification for Business Continuity Management sets out requirements for establishing, implementing, operating, monitoring, reviewing, exercising, maintaining and improving a documented Business Continuity Management System (BCMS), within the context of managing an organisation's overall business risks.

BS 25999-2 can be applied internally or externally in your organization, to assess its ability to meet your own Business Continuity needs as well as any customer, legal or regulatory requirements.

BS 25999 ensures that mission critical activities and key risk scenarios have been included in the BCP, and that businesses respond to adverse situations timely and appropriately. BS 25999 should be used both by businesses who have already implemented and developed a BCM programme and those that need to upgrade their Business Continuity arrangements to meet new risks and threat scenarios.

## Course Objectives

This two-day practical foundation course provides you with a comprehensive understanding of Business Continuity Management (BCM).

The course is aligned with the Business Continuity Institute's (BCI's) new BS 25999 Code of Practice and Specification for Business Continuity Management.

On completion of the course, you will be able to successfully implement, manage and maintain business continuity plans and disaster recovery plans within your organisation. By understanding the process involved in BCM, participants will also be better prepared to review and audit existing plans.

## Who will benefit?

The course is aimed at providing an overview of BS 25999 to those influencing or managing the implementation or ongoing maintenance of BCM e.g.:

- CIO's
- Information Security Managers / Officers / Professionals
- BCM Managers
- IT Directors / IT Managers
- Project Managers / Operations Managers / Business Managers
- Auditors involved in Information Security



## What you will learn

On completion of the course, delegates will be able to:

- Understand & appreciate the need & principles of BCM
- Describe the true business benefits of implementing a BCM infrastructure
- Undertake Business Impact Analysis & Risk Evaluation
- Establish BCM strategies & establish emergency procedures & operations
- Develop & implement Business Continuity Plans
- Understand the role of training & awareness campaigns
- Understand the role of BC exercising in maintaining readiness
- Understand the role of Incident Management within the BCM strategy
- Conduct a Health Check (gap analysis) against the requirements of the new BS 25999 Standard
- Utilise the best practice techniques contained in BS 25999-1



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## Course Content



### **Session 1: Introduction to Business Continuity Management (BCM)**

- The need for BCM
- The context of BCM in the business
- Review of Risk Management fundamentals
- The Business Continuity lifecycle

### **Session 2: BS 25999 Parts 1 and 2 – History, Status, Background and Contents**

- Development of BCM Standards
- What is a standard
- What is a specification
- Overview and contents of BS 25999 Parts 1 and 2
- Using the standard and the specification

### **Session 3: The BCM programme**

- Governance
- Implementation
- Reporting
- Involvement of third parties
- Documenting the Organisation (Corporate) BCM Strategy and BCM Policy
- Incident Readiness and Response

### **Session 4: Understanding the Organisation**

- Identification of mission-critical impact areas
- Understanding the organisational Strategy
- Horizon scanning
- Continuity requirements
- Undertaking Business Impact Analysis
- Risk Assessment and evaluation of options
- Business cases and programme sign-off

### **Session 5: Developing of a BCM strategy**

- BCM Strategies
- Organisation (Corporate) BCM Strategy
- Process Level BCM Strategy
- Resource Recovery BCM Strategy

### **Session 6: Develop plans for BCM response**

- Overall Business Continuity response structure
- Developing and Implementing a BCM Response
- Incident Management Plans (Crisis Management, Public Relations and the Media)
- Business Continuity Plans
- Business Unit Plans, Incident Response

### **Session 7: Exercising, maintenance and reviewing of BCM plans**

- Exercising of BCM plans
- BCM Plan Maintenance
- BCM Audits

### **Session 8: Embedding BCM awareness within the organisation**

- Developing a BCM Culture and awareness
- Assessing the BCM programme and plans
- Designing and delivering BCM skills training
- Measuring BCM results and outcomes

## In-house Training

All Analytix Courses are available in-house, should your organisation have a number of people or multiple sets to train. The cost advantages and the ability to discuss and resolve organisational issues are two major attractions of such training.

## Approach, Deliverables and Method

### **The practical hands-on course provides:**

- Cross referencing and alignment to CobiT's DS 4, Ensure continuous service
- Instruction from consultants with extensive operational experience across a broad range of public and private sector organisations

### **Course Deliverables:**

- Comprehensive course notes and advice on further sources of information
- Certificate of attendance upon completion of the course

### **Delivery Method:**

- Classroom style - combining lecture, discussion and exercises utilising course materials, digital projector and flipchart

## Consulting services

Analytix also offers consulting services to support the design and implementation of BCM programmes.

Other services include Corporate and IT Governance, ISO 27001 compliant ISMS implementation, IT maturity assessments, security certification assistance and performance management.

## **Register Today**

To register, or for more information, please contact us:

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