



CENTRAL BANK OF EGYPT  
Egyptian Banking Institute

# Business Continuity Management

Information Technology



8513-V1



In-Class



24 hours

## Course Description:

The ISO 22301 identifies the fundamentals of Business Continuity Management (BCM) and provides a basis for implementing a world-class Business Continuity Management System within any organization. This 3-day 22301 Training provides an intensive and comprehensive learning experience for those wishing to understand in great depth the fine details of the ISO 22301 and its relation with Operational Resilience. Training methodologies include PowerPoint-based classroom lectures, group discussions, and individual/group exercises based on a case studies, and videos.

## Target Audience:

- Business continuity Heads, Coordinators, Program/ Project Managers.
- Project managers.
- Auditors who wish to fully understand the implementation of BCMS.
- Members of an organization that want to prepare for a business continuity function or for a BCMS project management function.
- Auditor.

## Course Objectives:

- To Understand the implementation of a Business Continuity Management System (BCMS) in accordance with ISO 22301
- To Gain a comprehensive understanding of the concepts, approaches, standards, methods and techniques required for the effective management of a BCMS
- To Understand the relationship between the components of a BCMS and the compliance with the requirements of different stakeholders of the organization
- To Acquire the necessary expertise to support an organization in implementing, managing and maintaining a BCMS as specified in ISO 22301
- To Acquire the necessary expertise to manage a team implementing ISO 22301
- To Develop the knowledge and skills required to advise organizations on best practices in the management of business continuity.
- To Understand the relation between Business continuity and Operational Resilience

## Course Outline:

- The 6 Major areas impact the business continuity
- The 10 Global Business Risks
- What is a Business Crisis to any Organization?
- The Difference Between Business Continuity and Operational Resilience
- Common Misperceptions About BCM
- Why Senior Management support so important
- Story of Black Swan theory and its relation with Business Continuity
- Being proactive in Business continuity
- Types of Crisis
- What is ISO (The International Organization for Standardization)
- Why we Need ISO 22301
- What is ISO 22301 (Plan – Do – check – Act)
- 7 P's of business Continuity

## Important Definitions

- Activity – Resilience – Business Continuity – Business Continuity Plan – Business Continuity Management – Business Continuity Management System – Business Impact analysis – Disaster Recovery - Recovery Time Objectives – Business continuity Policy - Competences – Compliance – Recovery Point Objectives.

## ISO 22301 Clauses

- Clause 4 : Context of the organization
- Clause 5 : Leadership
- Clause 6 : Planning
- Clause 7 : support
- Clause 8 : Operation
- Clause 9 : Performance evaluation
- Clause 10 : Improvement

## ISO 22301 implementation Lifecycle

### Program Management

- Top Management support Letter (Memo)
- Perform ISO22301 GAP Assessment



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- BCM Policy
- BCM Teams formation
- Project Plan
- Identify the context of the organization
- Develop ISO 23301 Documentation system

### Understand the Organization

#### Risk Assessment

- Risk Assessment methodology aligned with ISO31000
- Risk Register
- Risk Report
- Risk Treatment Plan

### Business Impact Analysis

- Questionnaire Development
- Conduct Business Impact Analysis Meetings
- Different reports (RTO , RPO , Systems ,Dependencies)

### Business Continuity Strategy

- Loss of People
- Loss of Premises
- Loss of Data
- Loss of equipment
- Loss of critical Vendors

### Business continuity Plan Development (Sections of Business continuity Plan)

- Key Roles and Responsibilities
- Alternate site location/address
- Off-site Data and storage requirement
- Business Continuity Strategy
- List of recovery team / Backup
- Supplier / Vendor details
- Incident Response Plan

- Emergency numbers
- Recovery Plan
- Plan Maintenance
- Plan Test record

### Test, Maintenance and audit Business continuity

- Test Process
- Test Documents
- When to conduct Business Continuity Plan Maintenance
- How to audit Business Continuity Management System

### Embedding the Culture Business Continuity Management

- E-learning
- Embedding culture to all employees

### Tips to avoid failure in Business continuity Management

#### Assessment and Attendance Strategy:

- Participants will be evaluated based on their participation in class discussions and individual exercises.
- Each Participant must achieve 80% attendance of the total in-class sessions.

#### Course Language:

- Material: English
- Instruction and Explanation: Bilingual (EN<>AR)

#### Prerequisites:

No prerequisite for this course.