



One-day Do-It-Yourself Business Continuity Planning (DIY BCP™) workshop

Introduction

Other courses tell you *what* to do: this course teaches you *how* to do it.

This course follows the standard set by Disaster Recovery Institute International (DRII) for Business Continuity planners. You will hear real-life examples drawn from our nine (9) years of experience helping multinational companies prepare and manage business continuity plans. You will take home useful, sample documents that you can use right away in your own planning projects.

- How To Develop Management Consensus About Threats & Risks
- How To Complete A Business Impact Analysis (BIA)
- How To Develop Appropriate Continuity Strategies
- How To Write a Plan
- How To Test Your Plans
- How To Maintain Your Plans

Visit www.calamityprevention.com/bcp_terms_eng.php for definition of the BCP terms.

Find out what our participants say about their training experience at <http://www.calamityprevention.com/training.php>

Objectives

- You will learn how to rank threats & risks of top concern to your organisation, so that your planning addresses management's top concerns first
- You will know how to determine Recovery Time Objectives (RTO), and know when and how to revise RTO's that are excessively short or long
- You will know how to estimate Minimum Operating Requirement (MOR) for a department, and how to revise MOR's that are too high or too low
- You will know how to determine Recovery Point Objectives (RPO), and know the cost implications of RPO's that companies want but can't afford
- You will learn how to complete part of a BIA for your company during the workshop
- You will have a list of all possible continuity strategies and their variations, and will choose appropriate ones for your own organization

- You will see samples of business continuity plans, and learn what is good and bad about them: there is no “perfect” plan format
- You will know several ways to exercise your BCP’s, and why we prefer the word “exercise” instead of the word “test”
- You will learn one, proven way to maintain your BCP’s to keep them always up-to-date
- You will learn what your organization’s Crisis Management Team (CMT) should be doing, and take away a list of things-to-do for them

Expected Outcome

- Confidence to lead your own organization’s BCP development, with minimal outside or expert assistance
- Sample BIA answers and strategies for at least one key function in your organization, and in the other participants’ organizations
- Better understanding on how to estimate time and cost to complete a BCP in your own organizations
- Suggestions for obtaining ‘buy-in’ from your management

Deliverables

- Sample Risk Likelihood Chart
- Hazard Vulnerability Analysis Chart
- BIA Interview Form
- Sample BIA Table
- Sample Strategy Table
- Sample Deployment Summary
- Sample BC plan
- Sample Exercise Task List
- Before Your BCP (Crisis task list)

Course Outline

- Introduction to BCP
- Risk Analysis
- Business Impact Analysis (BIA)
- Continuity Strategies
- BC Plan Writing
- Testing and Maintenance
- Crisis Management
- Questions & Answers

Training Methodology

This practical, one (1) day workshop consists of a lecture, interactive sharing and discussion.

Who Should Attend?

- Business Continuity Managers
- Business Analysts
- I.T. & Telecommunication Managers
- Project Managers
- Strategy Planners
- Head of Operations
- Audit professionals – Internal and external auditors
- Financial Controllers
- Head of Finance
- Risk Managers
- Crisis Managers
- Technical Support Managers
- Security Managers
- Business Planners

Workshop Leader

Mr. Nathaniel Forbes (Director)

Nat is the founder and Director of [Forbes Calamity Prevention](#) (FCP), an Asia-based consulting firm that prepares and manages BCP's, crisis and emergency plans for multinational companies. Clients of the firm, founded in 1995, include [Siemens](#), the [Singapore Exchange](#), [OCBC Bank](#), [Schroder Investment Management](#), [AXA Insurance](#), [Wolters Kluwer](#), [FedEx](#) and [Gillette](#).



Mr. Forbes has been President of the [Business Continuity Group](#) of the [Singapore Computer Society](#). He passed the [Disaster Recovery Institute International](#) (DRII) [Certified Business Continuity Planner](#) (CBCP) exam in 1998. He speaks and writes regularly around the world.