



## Programme

Item	Time	Notes
Introduction to Business Continuity Planning	0900 – 0915h	-
Risk Analysis	0915 – 1000h	Sample Threat Table
Tea Break	1000 – 1020h	-
Business Impact Analysis (BIA)  Minimum Operating Requirements (MOR)  Recovery Time Objectives (RTO)	1020 – 1200h	Sample BIA Questionnaire  Sample BIA Table  Sample Strategies
Lunch	1230 – 1330h	-
Strategies to achieve RTO's and MOR's	1330 – 1530h	Sample Strategy Table  Sample BC Plan
Tea Break	1530 – 1550h	-
Rehearsal & Maintenance  Crisis Management	1550 – 1700h	Sample Exercise Task List  Emergency Preparations
Questions & Answers	1700 – 1730h	

Forbes Calamity Prevention Pte Ltd 76A Duxton Road Singapore 089535  
[www.calamityprevention.com](http://www.calamityprevention.com) +65 6324-3091 FAX +65 6324-3093