BUSINESS CONTINUITY PLANNING

Introduction

Organizations across all sectors face an increasing range of operational disruptions arising from cyberattacks, natural disasters, pandemics, supply chain failures, infrastructure outages, climate-related events, geopolitical instability, and other emerging risks. These disruptions can significantly impact operations, financial performance, customer confidence, regulatory compliance, and organizational reputation. The Business Continuity Planning course equips professionals with internationally recognized knowledge and practical skills to design, implement, maintain, and continually improve Business Continuity Management Systems (BCMS) that ensure critical business functions remain operational during disruptions and recover efficiently after incidents. Aligned with globally recognized standards, including ISO 22301:2019 Business Continuity Management Systems, ISO 31000 Risk Management, ISO 27001 Information Security Management, and international business resilience best practices, this programme provides participants with a comprehensive understanding of organizational resilience, Business Impact Analysis (BIA), continuity strategy development, disaster recovery, crisis response, continuity plan testing, and continuous improvement. Through practical workshops, simulations, case studies, and hands-on exercises, participants will learn how to build resilient organizations capable of maintaining critical operations, protecting stakeholders, minimizing financial losses, and ensuring long-term sustainability in an increasingly uncertain world.

Course Objectives

- Understand international Business Continuity Management principles and standards.
- Conduct comprehensive Business Impact Analyses (BIA).
- Identify critical business processes, dependencies, and recovery priorities.
- Perform operational risk and disruption assessments.
- Develop effective business continuity and disaster recovery strategies.

- Design and implement Business Continuity Plans (BCPs).
- Test, validate, and maintain Business Continuity Management Systems.
- Strengthen organizational resilience and operational sustainability.

Course Modules

> Module 1: Foundations of Business Continuity Management

- Principles of Business Continuity Management (BCM)
- ISO 22301 Business Continuity Management System (BCMS)
- Organizational resilience concepts
- Governance and leadership responsibilities
- Business continuity policy development
- Business continuity lifecycle
- Risk-based continuity planning
- Global trends in business resilience

> Module 2: Business Impact Analysis (BIA)

- Business Impact Analysis methodology
- Identification of critical business functions
- Business process mapping
- Recovery Time Objectives (RTO)
- Recovery Point Objectives (RPO)
- Maximum Acceptable Outage (MAO)
- Critical resource identification
- Business dependency analysis

> Module 3: Operational Risk and Threat Assessment

- Operational risk identification
- Hazard and threat assessment
- Vulnerability assessment
- Cybersecurity risks
- Supply chain risk assessment
- Infrastructure dependency analysis
- Third-party risk management
- Emerging operational risks

> Module 4: Business Continuity and Recovery Strategies

- Continuity strategy development
- Alternative operating arrangements
- Workforce continuity planning
- Technology recovery strategies
- Data backup and recovery
- Disaster Recovery Planning (DRP)
- Supply chain resilience
- Outsourcing and contingency arrangements

> Module 5: Developing Business Continuity Plans

- Structure of Business Continuity Plans
- Crisis management integration
- Incident response procedures
- Emergency communication plans
- Roles and responsibilities
- Resource allocation
- Documentation standards
- Plan implementation

> Module 6: Business Continuity Testing, Exercising and Maintenance

- Business continuity testing methodologies
- Tabletop exercises
- Functional simulations
- Full-scale continuity exercises
- Plan validation
- Lessons learned reviews
- Performance measurement
- Continuous improvement

> Module 7: Business Continuity Capstone Project

- Enterprise continuity assessment
- Business Impact Analysis
- Continuity strategy development
- Plan documentation
- Testing framework
- Executive reporting

> Module 8: Capstone Project

- Participants will develop and present a complete Business Continuity Management Plan that includes:
- Business Impact Analysis (BIA)
- Operational risk assessment
- Recovery strategies
- Business Continuity Plan (BCP)
- Testing and maintenance programme
- Executive implementation roadmap

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