

Hands-on course , 5
day(s)
Ref : IML

Participants

BCMS Project managers,
consultants or auditors,
Individuals responsible for
the Business Continuity or
conformity in an organization,
Members of a Business
Continuity team.

Pre-requisites

ISO 22301 Foundation
Certification or basic
knowledge of ISO 27031
or BS 25999 and business
continuity concepts is
recommended.

Next sessions

ISO 22301, Business Continuity, Lead Implementer, Certification

This five-day intensive course enables the participants to develop the necessary expertise to support an organization in implementing and managing a Business Continuity Management System (BCMS) based on ISO 22301.

OBJECTIVES

- To understand the implementation of a BCMS in accordance with ISO 22301, ISO 27031 or BS 25999
- To acquire the necessary expertise to support an organization in implementing, managing and maintaining a BCMS
- To acquire the necessary expertise to manage a team implementing ISO 22301 or BS 25999

- [1\) Introduction to Business Continuity Management System \(BCMS\) concepts](#)
- [2\) Planning a BCMS based on ISO 22301](#)
- [3\) Implementing a BCMS based on ISO 22301](#)

- [4\) Controlling, monitoring and measuring a BCMS, and the certification audit](#)
- [5\) ANSI Accredited Certification Exam](#)

Pedagogic Methods

Case study, group exchange and experience sharing.

Certification

This course is followed by a 3 hours "Certified ISO 22301 Lead Implementer" exam.

1) Introduction to Business Continuity Management System (BCMS) concepts

- Introduction to the management systems and the process approach.
- Presentation of the standards ISO 22301, ISO/PAS 22399, ISO 27031, BS 25999 and regulatory framework.
- Fundamental principles of Business Continuity.
- Preliminary analysis and determining the level of maturity of the existing BCMS based upon ISO 21827.
- Writing a business case and a project plan for the implementation of a BCMS.

2) Planning a BCMS based on ISO 22301

- Definition of the scope of a BCMS.
- Development of a BCMS and Business Continuity Policies.
- Business Impact Analysis (BIA) and Risk Assessment.

3) Implementing a BCMS based on ISO 22301

- Implementation of a document management framework.
- Design and implementation of Business Continuity processes and writing procedures.
- Development of a training & awareness program and communicating about the BCMS.
- Incident management and emergency management.
- Operations management of a BCMS.

4) Controlling, monitoring and measuring a BCMS, and the certification audit

- Monitoring BCMS processes.
- Development of metrics, performance indicators and dashboards.
- Internal audit and management review of a BCMS.
- Implementation of a continual improvement program.
- Preparing for an ISO 22301 certification audit.

5) ANSI Accredited Certification Exam

- Domain 1: FUNDAMENTAL PRINCIPLES AND CONCEPTS IN BUSINESS CONTINUITY.
- Domain 2: BUSINESS CONTINUITY BEST PRACTICE BASED ON ISO 22301.
- Domain 3: PLANNING A BCMS BASED ON ISO 22301.
- Domain 4: IMPLEMENTING A BCMS BASED ON ISO 22301.
- Domain 5: PERFORMANCE EVALUATION, MONITORING AND MEASUREMENT OF A BCMS BASED ON ISO 22301.
- Domain 6: CONTINUAL IMPROVEMENT OF A BCMS BASED ON ISO 22301.
- Domain 7: PREPARATION FOR A BCMS CERTIFICATION AUDIT.