

MASTERING THE IMPLEMENTATION AND MANAGEMENT OF A BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS) BASED ON ISO 22301

SUMMARY

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. The participants will also gain a thorough understanding of best practices used to implement Business Continuity processes from the ISO 22399. This training is consistent with the project management practices established in ISO 10006 (Quality Management Systems - Guidelines for Quality Management in Projects). This training is fully compatible with BS 25999 (Business Continuity Management Specification) and ISO 27031 (Guidelines for information and communication technology readiness for Business Continuity).

WHO SHOULD ATTEND?

- ▶ Project managers or consultants wanting to prepare and support an organization in the implementation of a Business Continuity Management System (BCMS)
- ▶ Business Continuity auditors who wish to fully understand the implementation of a Business Continuity Management System
- ▶ Individuals responsible for Business Continuity or conformity in an organization
- ▶ Members of a Business Continuity team
- ▶ Expert advisors in Business Continuity
- ▶ Members of organizations that want to prepare for a Business Continuity function or BCMS project management function

COURSE AGENDA

DURATION: 5 DAYS

DAY 1

Introduction to Business Continuity Management System (BCMS) concepts as required by ISO 22301; Initiating a BCMS

- ▶ 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

DAY 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

DAY 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

DAY 4

Controlling, monitoring and measuring a BCMS and the certification audit of a BCMS in accordance with ISO 22301

- ▶ 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

DAY 5

ANSI Accredited Certification Exam

- ▶ PECB's 3 Hour Certified ISO 22301 Lead Implementer Exam is available in different languages. The candidates who do not pass the exam will be able to retake it for free within 12 months from the initial exam date.

EXAMINATION

- ▶ The “Certified ISO 22301 Lead Implementer” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competence domains:
 - » Domain 1: Fundamental principles and concepts of Business Continuity
 - » Domain 2: Business Continuity control best practice
 - » 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: Preparing for a BCMS certification audit
- ▶ For more information about the exam, please visit: www.panoramacbs.com

CERTIFICATION

- ▶ After successfully completing the exam, the participants can apply for the credentials of Certified ISO 22301 Provisional Implementer, Certified ISO 22301 Implementer or Certified ISO 22301 Lead Implementer, depending on their level of experience
- ▶ A certificate will be issued to participants who successfully pass the exam and comply with all the other requirements related to the selected credential:

Credential	Exam	Professional Experience	BCMS Audit Experience	BCMS Project Experience	Other Requirements
ISO 22301 Provisional Implementer	ISO 22301 Lead Implementer Exam	None	None	None	Signing the PECB code of ethics
ISO 22301 Implementer	ISO 22301 Lead Implementer Exam	Two years One year of Business Continuity work experience	None	Project activities totaling 200 hours	Signing the PECB code of ethics
ISO 22301 Lead Implementer	ISO 22301 Lead Implementer Exam	Five years Two years of Business Continuity work experience	None	Project activities totaling 300 hours	Signing the PECB code of ethics

GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ Participant manual contains over 450 pages of information and practical examples
- ▶ A participation certificate of 31 CPD (Continuing Professional Development) will be issued to participants



For additional information, please contact us at:
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ANSI Accredited Program
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