Business Continuity (BCLE 2000)

Cost: $2,650.00
Duration: 4.5 Days (Four full days of instruction 8:30 a.m. – 5:00 p.m., followed by one half-day Examination 8:30 a.m. – 12:00 p.m.)
Examination: Qualifying Examination (100 questions)

32 Continuing Education Activity Points (CEAPs) may be awarded toward recertification if applicable

Description
An in-depth course using real-world examples and hands-on workshop exercises, Business Continuity (BCLE 2000) is the course for you if you are entering the business continuity field and want to develop a robust program that will protect your organization. During your time with an experienced instructor, you will work through the major elements of business continuity planning – including evaluating risks, gaining executive buy-in, communicating in a crisis, conducting program audits, and more. Interactive workshop exercises are designed to immerse you in the process, enable you to learn by doing, and ensure that you leave this course having outlined a firm foundation for your program that is specific to your organization.

This course is designed to give students all the tools they need to pass the Qualifying Examination and continue on the path toward becoming a DRI Certified Business Continuity Professional (CBCP), Associate Business Continuity Professional (ABCP), Master Business Continuity Professional (MBCP), Certified Functional Continuity Professional (CFCP), or Certified Business Continuity Vendor (CBCV).

Objectives
1. Learn the elements of a disaster recovery, emergency management, and business continuity program, as defined by the DRI International Professional Practices
2. Understand industry terminology in the Professional Practices
3. Use the Professional Practices to develop a business continuity management program
4. Prepare to pass the DRI Qualifying Examination with a minimum passing grade of 75%

Outline
Lesson 1: Program Initiation and Management

- Program in your organization, as well as how to manage the process of developing such a program
- Identify the requirements and imperatives of project management methodologies required to develop an enterprise-wide business continuity program

For more information, visit drii.org.
- **Workshop Exercise**: Learn about practical application by developing a presentation for senior management on the importance of business continuity, relevant industry regulations, project resource requirements, and a project plan overview with well-defined deliverables.

### Lesson 2: Risk Evaluation and Control
- Learn the basic concepts of risk management
- Understand why a risk assessment is important to a business continuity program, the elements of a risk assessment, and how these are utilized to build a business continuity program
- Learn the practical application of risk analysis, prevention, and mitigation
- **Workshop Exercise**: Develop a presentation for senior management identifying three significant threats, determining what controls are currently in place for these threats, and your recommendations to improve current controls or implement new controls for each threat.

### Lesson 3: Business Impact Analysis
- Learn the reasons for and value of conducting a business impact analysis (BIA)
- Understand methodologies, terms, and definitions (such as mission-critical business processes, recovery time objectives (RTO), and acceptable exposure to loss)
- Learn the practical applications of the BIA
- **Workshop Exercise**: Develop a prioritized list of business functions and processes, the criticality category of each business function and process, and their RTOs.

### Lesson 4: Developing Business Continuity Strategies
- Discover the challenges of selecting appropriate strategies for recovery of business processes, critical functions, operations, and the supporting information technologies within the specified RTO
- Learn about alternative strategies, assess their strengths and weaknesses, and identify methods for presentation to senior management
- Learn the process steps involved in analysis and strategy determination, supported by the risk assessment and BIA
- **Workshop Exercise**: Build on previous exercises to identify recovery strategies, including a brief description, the advantages and disadvantages, and a subjective cost estimate of each strategy. Discuss how you would present recommendations for management approval.

For more information, visit [drii.org](http://drii.org).
Lesson 5: Emergency Preparedness and Response

- Learn the emergency management structure and the planning necessary to manage a crisis, including identification, escalation, and notification procedures
- Discover the challenges of reviewing and coordinating existing emergency evacuation programs, or working to develop a new program
- Participate in a detailed review of life safety procedures, emergency response procedures, and plan activation procedures, including activating the emergency operations center and corresponding command centers, securing the area, assessing damage, and salvage and restoration activities
- **Workshop Exercise:** Develop a floor warden training program that includes vital training subjects, frequency, selection process, and other emergency response recommendations

Lesson 6: Business Continuity Plan Development and Implementation

- Learn how to put the business continuity management (BCM) program into action by identifying all plan components including methodology, implementation, organization, and documentation
- Explore the process of developing the plan document, including how to choose the approach, methodology, and plan document structure
- Learn the elements of plan administration and plan documentation
- **Workshop Exercise:** Identify the type of BCM plan needed by your organization, develop the plan’s scope, objectives and assumptions, and outline basic information about the plan and how it relates to the BCM program

Lesson 7: Awareness and Training Programs

- Learn how to develop and implement a BCM awareness program as well as how to train staff and other affected parties
- **Workshop Exercise:** Identify the elements you will need to implement your organization’s business continuity awareness and training program

Lesson 8: Business Continuity Plan Exercise, Audit, and Maintenance

- Discover the components needed to establish an exercise, testing, maintenance, and audit program
- Learn why a BCM program must implement a regular exercise schedule and how to do it
- Learn how to track and document BCM activities in order to evaluate the ongoing state of readiness, allow for continuous improvement of recovery capabilities, and ensure that plans remain current and relevant

For more information, visit [drii.org](http://drii.org).
• Explore why and how establishing an audit process will validate that plans are complete, accurate, and in compliance with organizational goals and industry standards as appropriate

• Workshop Exercise: Identify an appropriate exercise for your organization’s current needs, assess the resources needed, develop an exercise scenario, and write an exercise script

Lesson 9: Crisis Communications

• Learn how to develop procedures that will allow you to effectively communicate with all audiences, identify and train spokespersons, develop key messages, and work effectively with the media

• Workshop Exercise: Determine whether an event is a potential crisis, the nature of the crisis, the stakeholders, the spokesperson(s), and the key message

Lesson 10: Coordination with External Agencies

• Learn how to apply communication techniques and investigate partnering
• Review the incident command system (ICS)
• Explore compliance issues, including applicable statutes or regulations
• Learn about the priorities of first responders, how to interface with emergency agencies, and

Lesson 11: Qualifying Examination Review

• Review the important concepts from each of the earlier lessons
• Prepare for the Qualifying Examination through a review of the Practice Examination questions.

Career Track:

Get certified. Prove your expertise.

Become an MBCP. DRI’s highest level of certification.

BCLE 2000: Business Continuity
BCP 501: Business Continuity Review
Continuity Master’s Case Review (BCP 601)
MBCP

ABCP
CFCP
CBCP
CBCV

For more information, visit drii.org.