

Plan Writing

Course Description:

Plan Writing is the first step in Module 3 Developing a BCM Response that can be certified by BS 25999 parts 1 and 2. It is part of the Essentials of Business Continuity Management series.

In order to develop the actual plan documents the organization will need to decide on the approach, methodology and the plan document structure. The plan documents should meet the needs of the organization and the personnel who will be using it.

This course also outlines the roles and responsibilities of the members of the organization in order to develop a BCM response.

Student case study materials include the Institute for Home and Business Safety's (www.ibhs.org) Open for Business Toolkit – a toolkit available to you for free as part of taking this course – a bonus takeaway available from ICOR!

Activities and case studies are included throughout the course and are designed as knowledge checks and reinforcement of key concepts and will provide participants with hands-on interactive activities that will enable you to become familiar with and apply these principles immediately in your job. You will leave with the tools to enhance the visibility and reach of your organization's BCM program.

In addition, practice exam questions are included as part of the course to prepare you for both the DRII Qualifying Exam and the ICOR BCM Specialist Exam.

As a result of completing this course, you will be able to:

- Understand the elements of developing a BCM response
- Identify the key components of plan development
- Understand the various plan designs and how they might be used
- Review of teams and tasks

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Elements of a BCM Response

Model of a BCM Response

Roles and Responsibilities

Plan Design

Scenario Development

Plan Review and Maintenance

Plan Security

Plan Distribution and Control Procedures

Plan Development Audit Points

Delivery Structure

BCM Plan Writing is a one-day instructor led course. It can also be taken as a self-study course. This course is the first element in Module 3 of the Essentials of Business Continuity Management series.

Certification and Accreditation

Become a Business Continuity Management Professional (BCMP). This course is one step towards earning this certification. BCM Plan Writing and Maintenance is worth .7 CEUs or 7 hours of credit.

In addition, it prepares the participant for the DRII Qualifying Exam necessary for certification as a business continuity planner from DRI International (DRII) and contributes to the educational component necessary for certification by the Business Continuity Institute (BCI).

With BS25999 parts 1 and parts 2 hailed as an important step allowing companies to demonstrate their ability to cope with major threats; as well as provide a management systems approach to business continuity management, this course provides you with what you need to develop a program that complies with these certification standards.



Essentials of BCM was developed by BCS, Inc., a consulting firm specializing in providing business continuity, disaster recovery, & crisis management training & consulting.

www.businesscontinuitysvcs.com



For more information
about ICOR's courses, go to

www.theicor.org

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