BCLE-OVR

Introduction to Business Continuity Management

Schedule – Fall 2015

Classroom Course: Wednesday/Thursday, October 21 and 22
8:30 am – 4:30 pm
Dixon University Center, Harrisburg PA

Online Course: Tuesday/Thursday, December 3, 5, 10 and 12
8:00 am – 12:00 pm

Cost: $450

To Register: Email: cdre@millersville.edu
BCLE-OVR: INTRODUCTION TO BUSINESS CONTINUITY MANAGEMENT

OVERVIEW
The Introduction to Business Continuity Management course is designed to provide business professionals a fundamental understanding of the aspects of a business continuity management program and how it is implemented in the business environment. Attendees of this course will be introduced to best practices in business continuity and disaster recovery based on the DRII 10 Professional Practices for Business Continuity.

This course is primarily a lecture course, presented in modules, supplemented with discussion and interactive learning exercises.

LEARNING OBJECTIVES
The Business Continuity Overview course is designed to:
- Provide business professionals with a fundamental understanding of business continuity, disaster recovery and emergency management
- To educate the participant on the regulations and standards in the business continuity industry
- To provide tactical tools for building and managing a Business Continuity Management Program within their organization

COURSE OUTLINE

Section One
Selling the Program, Initiating the Project, Building Your Planning Team, Reviewing Your Vital Records, Risk Identification and Mitigation
Building the foundation for the program; from getting leadership buy-in to identifying your planning team and vital records. We’ll address risk analysis as it relates to the Business Continuity Program and where to spend your mitigating dollars.

Section Two
Business Impact Analysis, Resource Requirements, Selecting and Implementing Recovery Strategies
These are the core requirements for building a plan for your organization. How to conduct a business impact analysis, identifying the resources you need to recover, and how to select the appropriate recovery strategies for each area.

Section Three
Life Safety, Crisis Management Planning, Documenting the Plan, Plan Distribution, Plan Maintenance
The section addresses managing events that impact your business from the initial evacuation to the management of the crisis and recovery operations. The types of plan documentation you need. How to manage the plan documents, who they get distributed to, and how to maintain the various plans you will need

Section Four
Plan Testing, Transitioning from Project to Program, Other Matters (Tools, Software, Recovery Contracts, Consultants, Industry Certification, etc.)
This final session involves testing the various components of the plan and how to transition the project into an on-going program.