



Inspiring growth and improvement

ISO 22301 Lead Implementer

Accredited by PECB

Mastering the implementation and management of a
Business Continuity Management System (BCMS)
based on ISO 22301

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Introduction

This five-day intensive course enables participants to develop the necessary expertise to support an organization in implementing and managing a Business Continuity Management System (BCMS) based on ISO 22301:2010. 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).

Learning Objectives

- Acknowledge the correlation between ISO 22301 and other standards and regulatory frameworks
- Master the concepts, approaches, methods and techniques used for the implementation and effective management of a BCMS
- Learn how to interpret the ISO 22301 requirements in the specific context of an organization
- Learn how to support an organization to effectively plan, implement, manage and maintain a BCMS
- Acquire the expertise to advise an organization in implementing Business Continuity Management System best practices

Contents

- **Day 1: Introduction to ISO 22301 and initiation of a BCMS**
 - ▶ Course objectives and structure
 - ▶ Standards and regulatory frameworks
 - ▶ Business Continuity Management System (BCMS)
 - ▶ Fundamental concepts and principles of Business Continuity Management Systems
 - ▶ Initiating the implementation of a BCMS
 - ▶ Understanding the organization
 - ▶ Analysis of the existing management system
 - ▶ BCMS scope
- **Day 2: Plan the implementation of a BCMS**
 - ▶ Leadership and commitment
 - ▶ BCMS policies
 - ▶ Organizational structure
 - ▶ Documentation management
 - ▶ Competence and awareness
 - ▶ Business Impact Analysis (BIA)
 - ▶ Risk assessment
- **Day 3: Implementing a BCMS based on ISO 22301**
 - ▶ Business Continuity strategy
 - ▶ Protection and mitigation measures
 - ▶ Business Continuity plans and procedures
 - ▶ Incident response plan
 - ▶ Emergency response plan
 - ▶ Crisis management plan
 - ▶ IT Recovery plan
 - ▶ Restoration plan
 - ▶ Communication plan
- **Day 4: BCMS monitoring, measurement, continuous improvement and preparation for a certification audit**
 - ▶ Test and exercises
 - ▶ Measurement and monitoring of the BCMS
 - ▶ Internal audit
 - ▶ Management review
 - ▶ Treatment of non-conformities
 - ▶ Continual improvement
 - ▶ Preparing for the certification audit
 - ▶ Competence and evaluation of implementers
 - ▶ Closing the training
- **Day 5: Certification Exam**

Recommended Participants

- Managers or consultants involved in Business Continuity Management
- Expert advisors seeking to master the implementation of a Business Continuity Management System
- Individuals responsible for maintaining conformance with BCMS requirements
- BCMS team members

Prerequisites

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

Course Format

This training is based on both theory and practice:

- Sessions of lectures illustrated with examples based on real cases
- Practical exercises based on a full case study including role playing and oral presentations
- Review exercises to assist the exam preparation
- Practice test similar to the certification exam.

Duration

5 days, including certification examination on the last day.

Materials Provided

- Course reference manual containing copy of course slides, support documents, quizzes and answers
- Course Certificate
- Exam certificate on passing the ISO 22301 Lead Implementer examination

CPDs Assigned

This course qualifies for Thirty One (31) CPDs.

Certification Exam

A 3-hour certification exam is scheduled on the last day of the course. The exam is paper-pencil based.

About Business Beam

Business Beam is a top of the line Management consultancy, training and outsourcing firm that helps organizations solve problems in strategy, governance, operations, quality, services, projects, information security, business continuity, human resources, risks and internal audit.

Established in 2004 with a vision to drive organizations towards corporate excellence, Business Beam has served hundreds of organizations of various sizes, different domains and geographical regions. Business Beam partners with customers to convert them into high-performance businesses and governments. We feel honored to help them grow!

Our training program has successfully reached to more than 7,000 professionals and executives, from 25+ different nationalities, and representing 1000+ organizations.

Business Beam is AXELOS certified partner and Accredited Training Organization (ATO) for COBIT, ITIL, PRINCE2, P3O and DevOps. We are also itSMF member, PECB partner, ISACA official licensee and CMMI Institute partner.

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To find out more about how
Business Beam can help you meet
your growth objectives, visit
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