

# Effective Business Continuity Planning + Testing your Business Continuity Plan

**Nature and Objectives:** Modern enterprises cannot avoid all forms of corporate risks. An effective business continuity arrangement becomes an unavoidable component for the survival of enterprises. This course is designed to help the participants acquiring **comprehensive knowledge** necessary to develop an effective business continuity plan (BCP) to enable an organization to reduce its business loss resulting from an unthinkable condition and keep the business running continually at critical times. The course will help participants to identify the risks that affect the business and assess their impact, define critical business functions, formulate appropriate strategies, develop a comprehensive plan to continue running the business. The course also very **focuses on the testing** of established plan. Many organizations establish BCPs, but don't know how to test their plans effectively. It is always a misunderstanding that testing a BCP is a huge and unmanageable task, hence people simply ignore or give up the task. An un-tested BCP **never works!** If you do not test your plans, you just waste effort to prepare a pile of paper, which is useless during emergency. The course provides **practical knowledge** for participants to test a BCP according to time and resource available.

**Who Should Attend:** This course should be attended by managers and officers responsible for developing and implementing DR / BC plans, as well as those who want to gain a good appreciation of the risks, issues and planning process involved.

## Course Outline

Code: 40088179  
Date: Oct.15-17, 2008  
Time: 9:30 - 17:00  
Fee(HK\$): 5,600 / 5,040  
(Enrolment on or before Sept. 24, 2008)  
Venue: Hong Kong Productivity Council  
Medium of Instruction: Cantonese (with terminology & handout in English)  
Award of Certificate: Certificate of Attendance

Effective Business Continuity Planning		Testing your BCP
<b>Overview of Business Continuity Planning</b> <ul style="list-style-type: none"> <li>➤ Possible threats for modern enterprises</li> <li>➤ What and Why BCP?</li> <li>➤ Time factors in recovering the business</li> </ul> <b>Project Initiation</b> <ul style="list-style-type: none"> <li>➤ BCP policy</li> <li>➤ The BCP Project Team Structure</li> <li>➤ Corporate awareness &amp; Commitment</li> <li>➤ The planning process</li> </ul> <b>Analysis of Critical Needs</b> <ul style="list-style-type: none"> <li>➤ Enterprise risk management</li> <li>➤ Managing the risks: the key to security</li> <li>➤ Business impact analysis</li> <li>➤ Analyzing critical needs</li> </ul> <b>Developing Continuity Strategies</b> <ul style="list-style-type: none"> <li>➤ Determining a targeting strategy</li> <li>➤ RTO and the Incident Cycle</li> <li>➤ Strategies categories and selection</li> <li>➤ Disaster avoidance</li> <li>➤ Contingency consideration</li> <li>➤ Recovery arrangement</li> <li>➤ Insurance scheme for key resources</li> <li>➤ Recovery cost and Budget</li> </ul>	<b>Plan Development &amp; Implementation</b> <ul style="list-style-type: none"> <li>➤ Plan development</li> <li>➤ Typical BCP team structure</li> <li>➤ Typical content of a BCP</li> <li>➤ Emergency Response                             <ul style="list-style-type: none"> <li>- Declaration of an emergency for business survival</li> <li>- Direction and coordination of emergency operations</li> <li>- Actions by Emergency Response Teams</li> <li>- Emergency operations center</li> </ul> </li> <li>➤ Implementing the plan</li> </ul> <b>Crisis Communication</b> <ul style="list-style-type: none"> <li>➤ Internal Communication</li> <li>➤ External Communication</li> <li>➤ Media Control</li> <li>➤ Preparation for communication</li> <li>➤ Communication to stake holder and media</li> </ul> <b>Maintaining and Auditing the Plan</b> <ul style="list-style-type: none"> <li>➤ Maintaining the plan</li> <li>➤ Auditing the plan</li> </ul>	<b>What is testing</b> <b>What are the objectives and scope of testing</b> <b>What to look for in designing a test</b> <b>Types of tests</b> <b>Designing a detailed test plan</b> <b>Designing the overall test schedule</b> <b>Setting the success criteria</b> <b>Document a test</b> <b>Conducting a telephone notification test</b> <b>Conducting a walk-through test</b> <ul style="list-style-type: none"> <li>● Advantages</li> <li>● Preparation and procedure</li> <li>● Who are the participants</li> <li>● Scenarios</li> <li>● Facilitating the walk-through session</li> <li>● Post test review and evaluation</li> </ul> <b>Building capabilities through integrated tests &amp; simulation tests</b> <ul style="list-style-type: none"> <li>● Define objectives</li> <li>● Establish scope and define acceptance criteria</li> <li>● Plan the test</li> <li>● Conduct the test</li> <li>● Evaluate the test</li> </ul>

**Tel: 852 2788 6266 or 852 2788 6271 / Fax: 852 2788 6260 / ait@hkpc.org**

Name: _____	Job Title: _____
Organization: _____	Fee: _____
Address: _____	
Tel: _____	Fax: _____
Email: _____	Signature: _____

- To enroll, please complete the enrolment form and send it together with the appropriate fee to **ICT & Logistics Unit, Productivity Training Institute, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong**. All cheques should be crossed and made payable to "Hong Kong Productivity Council".
- Course fee must be accompanied with this form (or its photocopy), otherwise enrolment may be rejected.
- HKPC has adopted a Personal Data (Privacy) Policy. Information about the policy is available at HKPC enrolment counters for collection. You may also contact our Personal Data Controlling Officer for further details.
- Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
- Enrolment fee is not refundable unless HKPC is notified in writing of your withdrawal at least 5 working days before the course commences. A handling charge of HK\$200 will also be levied.
- An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
- HKPC reserves the right to change the contents, venue and / or time as necessary.
- Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. Participants will be notified when the class will be made up as soon as possible.

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