



DRI ITALY COURSE DESCRIPTION

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BCLE 2000

The Professional Practices for Business Continuity Professionals are defined as the skills, knowledge and procedures BC professionals need to lead a BC planning effort. This 4,5-day course includes 32 hours of instruction followed by the Qualifying Exam. Instructors offer a fast-paced overview of DRI International’s business continuity planning model and delineate the knowledge, skills and procedures needed to effectively execute each stage. Instructors present a case study exercise and other select exercises depending on the experience in the room. Upon completion of the course participants will 1) be reminded of the BC planning stages and requirements to effectively implement each one; 2) confirm their understanding of industry terminology; 3) learn recent trends, and 4) be able to articulate the roles of the BC planner, business components and executive management in developing, testing and maintaining BC plans.

These are essential elements of the DRI International Qualifying Examination.

Course: Days 1 to 4, 9:30 am – 6:00 pm

Qualifying Exam: Day 5, 9:30am – 13:00 noon.

DURATION

4.5 Days



COURSE OUTLINE

Lesson 1: BCM Project Management & Executive Support In this lesson you will learn how to establish the need for a business continuity program in your organization and how to obtain management support. You will also learn how to organize and manage the process of developing a business continuity program. This lesson identifies the requirements and imperatives of project management methodologies required to develop an enterprise-wide Business Continuity Program.

Lesson 2: Risk Assessment and Analysis This lesson introduces the basic concepts of Risk Management and develops familiarity with the methodologies and models used in the Business Continuity Management profession, by providing an understanding of what a risk assessment is all about, 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.

Lesson 3: Business Impact Analysis This lesson introduces the reasons for and value of conducting a Business Impact Analysis. The student will understand methodologies, terms and definitions such as Mission Critical business processes, Recovery Time Objectives (RTO), and Acceptable Exposure to Loss.

Lesson 4: Developing Business Continuity Strategies This lesson introduces the student to the challenges of selecting the appropriate strategies for recovery of business processes, critical functions, operations and the supporting information technologies within the specified recovery time objective. It defines alternative strategies, assesses the strengths and weaknesses of strategies and methodologies for presentation to management. We will identify the process steps involved in the analysis and strategy determination. This will be directly linked and supported by the data gathering activities accomplished during the risk assessment and BIA.

Lesson 5: Emergency Preparedness and Response The purpose of this lesson is to provide an understanding of the emergency management structure and the planning necessary to manage a crisis for your organization. This will include identification, escalation, and notification procedures. It covers the challenges of reviewing and coordinating emergency evacuation programs in place in organizations, or working with the responsible areas to develop or enhance existing programs.



Life safety procedures, emergency response procedures, and plan activation procedures are reviewed in detail. Specifically, you will learn how to lead your organization in implementing an action plan structure and mobilizing in response to an emergency. It will focus on procedures for activating the Emergency Operations Center and corresponding command centers, securing the area, assessing the damage, and salvage and restoration activities.

Lesson 6: Crisis Communications All plans must include communication elements and this chapter is designed to assist the student in making all the necessary preparations for managing an emergency. This lesson focuses on how to develop procedures that will allow you to effectively communicate with all audiences, to identify and train spokespersons, to develop key messages, and to work effectively with the media.

Lesson 7: Coordination with External Agencies In Lesson 7, the student will learn to apply communication techniques, investigate partnering, and also review the Incident Command System. It also addresses compliance issues with applicable statutes or regulations. The student will understand terminology, priorities of first responders, and how to interface with emergency agencies.

Lesson 8: Plan Activation In this lesson, you will learn about the emergency management structure and the planning necessary to manage a crisis for your organization. Specifically, you will learn how to lead your organization in implementing an action plan to structure and mobilize in response to an emergency. This lesson will focus on procedures for activating the Emergency Operations Center and corresponding command centers, securing the area, assessing the damage, and salvage and restoration activities.

Lesson 9: Plan Development This lesson is designed to cover the application of skills and information gathered in putting the BCM program into action by identifying the components of the planning process including plan methodology, implementation, organization, and documentation. In order to develop the actual BCM plan document you will need to lead your organization in several decisions on the approach, methodology and the plan document structure. We will address and discuss these issues to allow you as the planner to facilitate your organization in making these



determinations. Experienced planners recognize that the plan document that best meets the needs of the organization and the personnel are most comfortable with using will be the plan document structure that is successful. This chapter will conclude with the elements of plan administration and plan documentation.

Lesson 10: Awareness and Training Programs This lesson is designed to assist the student in developing the elements of a BC training and awareness program that will create and maintain organizational awareness and enhance the skills required to develop, implement, maintain, and execute all Business Continuity initiatives. The student will learn to differentiate the needs of demographic groups and teams within the BCM program. Students will gain from hands-on interactive activities designed to assist all professionals in enhancing the visibility and reach of their BCM programs.

Lesson 11: Testing and Exercise Programs The students will learn and apply various techniques to improve the timeliness and quality of the BCM team response. Lesson 11 thoroughly reviews a variety testing and exercise programs and how to develop them for your organization. Interactive activities will help students to enhance the resiliency of their programs.

Lesson 12: Maintaining & Updating Plans This lesson is provides the student with an overview and working knowledge of Professional Practice 8 and assists in developing processes to maintain the currency of continuity capabilities and the plan document in accordance with the organization's strategic direction.

BS25999: references to this British Standard are done during each lesson

Case Study: an interactive case study, aimed to guide the students to design a simple but realistic BCM program is developed during the 4 days course.



BCP501

The BCP 501 is a rapid business continuity planning refresher course covering the Professional Practices for Business Continuity Professionals in preparation for the DRI International Qualifying Exam.

This 2,5-day course features 16 hours of instruction followed by the Qualifying Examination. Instructors take a fast-paced approach to the Professional Practices with emphasis on BC planning and the knowledge, skills and procedures needed to effectively implement each step of the planning process.

Course: Days 1 & 2, 9:30 am – 6:00 pm

Qualifying Exam: Day 3, 9:30 am – 13:00 noon

Targeted for professionals who need a refresher on the Professional Practices for Business Continuity Professionals in preparation for the DRI International Qualifying Examination.

DURATION

2.5 Days

COURSE OUTLINE

Disaster Recovery Planning, functional components and definitions
Planning Organization Planning model
Risk Analysis and Business Impact Analysis
Identifying and Selecting Planning Teams
Risks, Controls, Relationships, and Critical Functions
Definition of Critical Functions and Applications
Emergency Planning and Control of Communications Networks
Recovery teams Vendor roles
Vendor roles and back-up methods
Managing Recovery Plan Development
Verbal and written skills
Project management
Developing the Plan
Evaluation and selection of alternatives
Setting priorities
Alternative strategies
Basic plan design
Testing and Maintenance of the Plan
Types of tests

Continuity



Guidelines and criteria Measurement tools Effectiveness evaluation and audit reports Developing
Public Relations and Crisis Communication Procedures Initiation and escalation procedures
Components of a proactive crisis communication plan Identifying audiences Coordinating with
Public Authorities Identifying the professional's role Introduction to the Incident Command System
Working with public authorities



CANCELLATIONS/SUBSTITUTIONS

Courses are scheduled subject to a minimum enrolment. If enrolment for a particular course does not meet the minimum, that class is cancelled or rescheduled. If DRI Italy must cancel a class for any reason, DRI's liability is limited to the paid registration fee. DRI Italy is not liable for any travel or lodging expenses. DRI Italy makes every effort to notify registered participants as soon as possible if classes are cancelled.

Registration applies only to the individual named on the registration form. If you want to substitute another individual from the same company, you must contact the course registrar prior to the first day of the course.

If you cancel your attendance up to one week before the first day of the course, DRI Italy will refund your registration fee minus a Euro 50 service fee. No refunds will be made if attendance is cancelled less than one week prior to the first day of the course. If you cannot attend, you can transfer the registration fee to a future course or substitute another individual from the same company, but you must contact the course registrar about these changes prior to the first day of the course and rescheduling must occur within twelve months of the originally scheduled course. A Euro 50 service fee applies to this as well.



QUALIFYING EXAM DESCRIPTION

The Qualifying Examination consists of 100 multiple-choice questions covering every aspect of the ten subject areas contained in the industry's body of knowledge, the "Professional Practices for Business Continuity Planners." Students should allow 3-1/2 hours to complete the exam. Successful completion of the examination, a score of 75% or better, qualifies an individual to subsequently apply for DRI certification.

The exam is provided at no additional cost to students registered for the Core Curriculum courses: BCLE-2000, BCP-501.

Separate registration is required if taken not in conjunction with registration for courses listed above. See the registration information for pricing, schedules and availability.

It is recommended, but not required, to register for a DRI educational course in Business Continuity Planning prior to sitting for the examination. The list price for this exam is subject to annual change.

DURATION

3.5 hours
