

BCM-PM

Business Continuity Management - Programme Management

Workshop Description

Businesses are subject to contingencies of varying severity levels and if these are not managed properly, these can develop into disasters resulting in the disruption of the critical business operations of the organization and subsequently the tarnishing of reputation.

Business continuity management enables organizations in all sectors to strengthen its integrated management processes and capabilities and to ensure the resiliency of its critical business operations. This **1-day** BCM Seminar is specially designed to introduce to the management team members of organizations the BCM framework and its requirements.

In this course, participants will be able to get an overview of the entire BCM programme as laid down by the SS540: 2008 and appreciate some of the challenges in its implementation.



Who Should Attend?

This workshop is designed to provide senior management with a broad overview of the requirements of BCM.

Those who are decision makers in the organization and who have vested interest to ensure the continuity of the operations of the business units will also benefit from the practical approach and fundamental knowledge taught in this course.

Any Pre-requisites Needed?

There are no pre-requisite for this course.

Delivery Structure?

This is an instructor-led course that uses a combination of presentation lectures and question and answer sessions to discuss specific needs and issues experienced by the attendees in their respective environment.

Attendees will be able to tap on the extensive experience of the trainer to solve practical problems in their current environment adding tremendous value.

Who is the Trainer?

The workshop will be led by highly qualified instructor(s) who are certified practitioner(s) with either DRII and/or BCI and he would have had achieved a minimum of five years of experience as a practitioner in a major organization.

Would you like to have an overview of business continuity management and how to ensure that your business can be sustained even after a disaster?

Would you like to know how to prepare your business to be certified?

Benefits from Workshop?

After completing the course, you will have: -

- An insight into the business continuity planning methodology
- Practical skills to build up a plan for your organization
- An insight into the Singapore Standard SS540: 2008 and all its requirements ensuring proper implementation and making the organization ready for certification

And much, much more

Workshop Syllabus

BCM-PM Overview

The topics to be covered: -

- ❑ **Introduction to Business Continuity Management (BCM)**
 - The Case for BCM
 - The key drivers for BCM
 - Regulations/ standards in place
 - What could go wrong?
 - Recent Incidents
 - Lessons learnt from Sep 11, 2001
 - Definition of BCM
 - Purposes of BCM
 - Objectives and importance of BCM programme
- ❑ **The SS540: 2008 BCM Framework**
 - The Six BCM Areas
 - The Four BCM Components
 - The PDCA Cycle
- ❑ **Setting the organization up for BCM**
 - Forming the Steering Committee
 - Gathering the working groups
 - Defining the scope for BCM
 - Keys to success in programme management
- ❑ **The BCM Process Cycle**
 - Project Initiation
 - The Risk Analysis & Review
 - The Business Impact Analyses
 - Strategies
 - Continuity plan development
 - Testing and exercising
 - Programme review and updates
- ❑ **The BCM Financing Model**
- ❑ **Embedding BCM into the organization**

Certificate of Attendance

All attendees will receive a Certificate of Attendance at the end of the course.