

# BCM-SS540

## BCM Framework Using Singapore Standards SS540: 2008

### 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 **3-day** BCM Workshop is specially designed following the requirements and specifications of the Singapore Standards SS540: 2008.

TR19 was the first BCM standard in the world and had been received favorably by many countries and it is the intention of Singapore to submit both TR19 and SS540 to the ISO Committee as source documents for building its global standards for business continuity.

### Who Should Attend?

This workshop is designed and developed to benefit senior management, managers and executives by providing a better understanding of BCM.

Those who are responsible to manage and implement the BCM programme and projects for their organizations or 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 know 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: -

- A fundamental knowledge of business continuity management
- 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

### Day One

#### 1. Recent BCM Survey Findings

#### 2. Introduction to the BCM Framework

- Understanding the Standards Approach
- Understanding the 6 broad BCM areas
- Understanding the BCM Components

#### 3. Risk Analysis and Review

- Process to identify risks
- Threats – internal and external occurrences
- Rate the probability of different risks
- Risk treatment
- Controls and safeguards
- Probable disaster

#### 4. Business Impact Analysis

- Scope of Business Impact Analysis
- Minimum Business Continuity Objectives
- Key information required
  - Critical business functions
  - Recovery Time Objective (RTO)
  - Recovery Point Objective (RPO)
  - Minimum Resource Requirement (MRR)
- Information Gathering
- Results of Business Impact Analysis

### Day Two

#### 5. Strategy

- Evaluation of recovery strategies
- Strategy formulation
- Recovery Strategy Requirements and their evaluation criteria
- Selection criteria for outsourcing vendors

#### 6. Business Continuity Plan

- Scope of business continuity plans
- Emergency Response Plan
- Information requirement
- Crisis communications

#### Business Continuity Plan (cont'd)

- Coordination with External Agencies
- Security and control
- Alternate Site requirements
- Business Recovery Plans
- Resource Recovery Solution Plan
- Business Restoration Plan
- BC Plan distribution and control

### Day Three

#### 7. Tests and Exercises

- Objectives of tests and exercises
- Scope of tests
- Assessment criteria
- Methods of testing
- Debriefs
- Documentation

#### 8. Programme Management

- Initiation Phase
  - Setting the Organization up for BCM
  - Key to Programme Management Success

#### Programme Management (cont'd)

- Implementation Phase
  - Defining the Scope
  - Defining the Objectives
  - Managing the Components
  - Project risks
  - Programme Framework
- Maintenance Phase
  - Review
  - Audit
  - Training & Awareness

## Certificate of Attendance

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