

ISO 22301

LEAD IMPLEMENTER

COURSE CONTENT

Who should attend?

- Project managers and consultants involved in business continuity
- Expert advisors seeking to master the implementation of the business continuity management system
- Individuals responsible to maintain conformity with BCMS requirements within an organization
- Members of the BCMS team

Course Content

- **Day 1:** Introduction to ISO 22301 and initiation of a BCMS
- **Day 2:** Plan the implementation of a BCMS
- **Day 3:** Implementation of a BCMS
- **Day 4:** BCMS monitoring, measurement, continuous improvement and preparation for a certification audit
- **Day 5:** Certification Exam

Course Objectives

- Introduction to management systems and the process approach
- Presentation of the standards ISO 22301, ISO/PAS 22399, ISO 27031, BS 25999 and regulatory framework
- Fundamental principles of Business continuity
- Preliminary analysis and establishment of the maturity level of the existing Business Continuity
- Management System based upon ISO 21827
- Writing a business case and a project plan for the implementation of a BCMS
- Definition of the scope of a BCMS
- Definition of quality policy and objectives
- Development of a BCMS and business continuity policies
- Business impact analysis (BIA) and risk assessment
- Implementation of a document management framework
- Design of business continuity processes and writing procedures
- Implementation of business continuity processes
- Development of a training & awareness program and communicating about the business continuity
- Incident management and emergency management
- Operations management of a BCMS
- Controlling and Monitoring a BCMS
- Development of metrics, performance indicators and dashboards
- ISO 22301 internal Audit
- Management review of a BCMS
- Implementation of a continual improvement program
- Preparing for an ISO 22301 certification audit

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