



ISO/IEC 22301:2012- Societal Security: Business Continuity Management Systems

**Certified ISO 22301 Lead Implementer Course
Course Outline**

PECB

This course is PECB- certified.

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Program Overview

This five-day intensive course enables participants to develop the necessary expertise to support an organization in implementing and managing a Business Continuity Management System (BCMS) based on ISO 22301:2012. Participants will also gain a thorough understanding of best practices used to implement business continuity processes from the ISO 22399. This training is consistent with the project management practices established in ISO 10006 (Guidelines for Quality Management in Projects). This training is fully compatible with BS 25999 (Business Continuity Management Specification) and IIS 27031 (Guidelines for information and communication technology readiness for business continuity)

Duration

5- Day Program

Learning Objectives

At the end of this training, participants will be able to:

- Understand the implementation of a Business Continuity Management System (BCMS) in accordance with ISO 22301, ISO 27031 or BS 25999
- Gain a comprehensive understanding of the concepts, approaches, standards, methods and techniques required for the effective management of a Business Continuity Management System
- Understand the relationship between the components of a Business Continuity Management System and the compliance with the requirements of different stakeholders of the organization
- Acquire the necessary expertise to support an organization in implementing, managing and maintaining an BCMS as specified in ISO 22301 or BS 25999
- Acquire the necessary expertise to manage a team implementing ISO 22301 or BS 25999
- Develop the knowledge and skills required to advise organizations on best practices in the management of business continuity
- Improve the capacity for analysis and decision making in the context of business continuity management

Target Audience

- Project managers or consultants wanting to prepare and to support an organization in the implementation of a Business Continuity Management System (BCMS)
- Business continuity auditors who wish to fully understand the implementation of a Business Continuity Management System
- Persons responsible for the business continuity conformity in an organization
- Members of a business continuity team
- Expert advisors in business continuity
- Members of an organization that want to prepare for a business continuity function or for a BCMS project management function



Program Structure and Outline

This course is a combination of instructor-led lectures and group activities.

- Day 1- Introduction to Business Continuity Management System (BCMS) concepts as required by ISO 22301; Initiating a BCMS
 - 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

- Day 2- Planning a BCMS based on ISO 22301
 - 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

- Day 3- Implementing a BCMS based on ISO 22301
 - Implementation of a document management framework
 - Design of business continuity processes and writing procedures
 - Implementation of business continuity processes
 - Development of a training and awareness program and communicating about the business continuity
 - Incident management and emergency management
 - Operations management of a BCMS

- Day 4- Controlling, monitoring and measuring and improving a BCMS and certification audit 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'

- Day 5- Certification Exam



Why Choose SAS Management Inc.

We Deliver Results

SAS Management Inc. has consistently proven its capability to deliver and exceed our clients' expectations. We are the only PEOPLECERT® Accredited Training Organization (ATO) in the Philippines. Our pool of consultants and trainers are seasoned industry veterans who have above average qualifications and certifications such as Business Management, Process Improvement, and Organizational Development Programs.

We Create Value

SAS Management Inc. believes in ensuring that our services meet the intended needs of our clients. To us, it is more than just providing training and consulting but rather ensuring that these are the things that our clients really need. This is why SAS Management Inc. is probably the only training provider that does a thorough needs assessment prior to providing a proposal. Our goal for every proposal is to CREATE VALUE for your organization.

SAS Management, Inc. is affiliated and endorsed by the following organizations:

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