



PECB

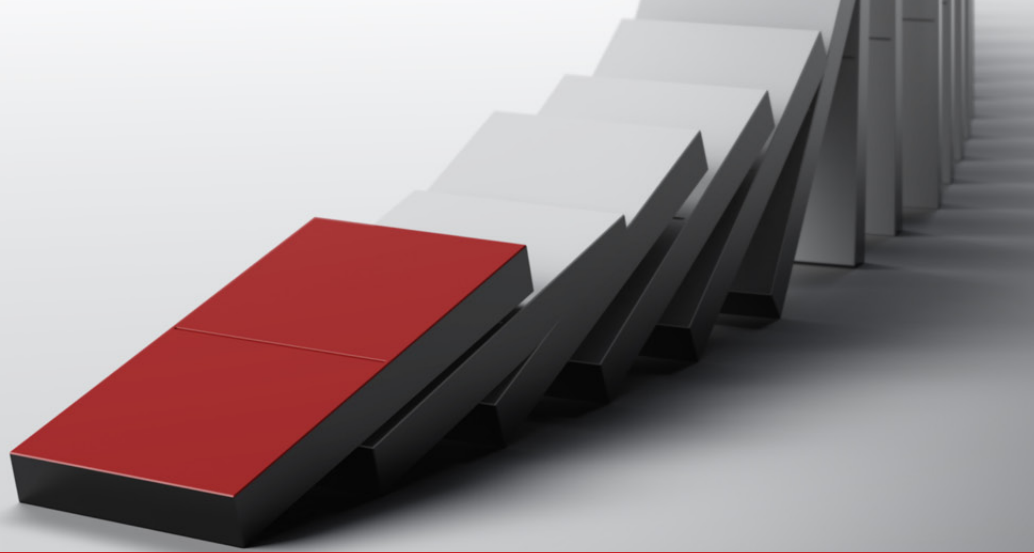


PECB CERTIFIED ISO 22301 LEAD IMPLEMENTER

MASTERING THE IMPLEMENTATION AND MANAGEMENT OF A BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS) BASED ON ISO 22301

SUMMARY

This five-day intensive course enables the participants to develop the necessary expertise to support an organization in implementing and managing a Business Continuity Management System (BCMS) based on ISO 22301. The 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 (Quality Management Systems - Guidelines for Quality Management in Projects). This training is fully compatible with BS 25999 (Business Continuity Management Specification) and ISO 27031 (Guidelines for information and communication technology readiness for Business Continuity).



WHO SHOULD ATTEND?

- ▶ Project managers or consultants wanting to prepare and 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
- ▶ Individuals responsible for the Business Continuity or conformity in an organization
- ▶ Members of a Business Continuity team
- ▶ Expert advisors in Business Continuity
- ▶ Members of organizations that want to prepare for a business continuity function or for a BCMS project management function

COURSE AGENDA

DURATION: 5 DAYS

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

- ▶ Introduction to the 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 determining the level of maturity of the existing BCMS 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
- ▶ 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 and implementation of Business Continuity processes and writing procedures
- ▶ Development of a training & awareness program and communicating about the BCMS
- ▶ Incident management and emergency management
- ▶ Operations management of a BCMS

DAY 4 Controlling, monitoring and measuring a BCMS and the certification audit of a BCMS in accordance with ISO 22301

- ▶ Monitoring BCMS processes
- ▶ Development of metrics, performance indicators and dashboards
- ▶ Internal audit and management review of a BCMS
- ▶ Implementation of a continual improvement program
- ▶ Preparing for an ISO 22301 certification audit

DAY 5 Certification Exam



LEARNING OBJECTIVES

- ▶ To understand the implementation of a BCMS in accordance with ISO 22301, ISO 27031 or BS 25999
- ▶ To gain a comprehensive understanding of the concepts, approaches, standards, methods and techniques required for the effective management of a BCMS
- ▶ To understand the relationship between the components of a BCMS and the compliance with the other requirements
- ▶ To acquire the necessary expertise to support an organization in implementing, managing and maintaining a BCMS as specified in ISO 22301 or BS 25999
- ▶ To acquire the necessary expertise to manage a team implementing ISO 22301 or BS 25999

EXAMINATION

The “PECB Certified ISO 22301 Lead Implementer” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competence domains:

1 Domain 1: Fundamental principles and concepts in Business Continuity

Main Objective: To ensure that the ISO 22301 Lead Implementer candidate can understand, interpret and illustrate the main Business Continuity concepts related to a Business Continuity Management System (BCMS)

2 Domain 2: Business Continuity Best Practice based on ISO 22301

Main Objective: To ensure that the ISO 22301 Lead Implementer candidate can understand, interpret and provide guidance on how to implement and manage the Business Continuity requirements based on best practices of ISO 22301

3 Domain 3: Planning a BCMS based on ISO 22301

Main Objective: To ensure that the ISO 22301 Lead Implementer candidate can plan the implementation of a BCMS in preparation for an ISO 22301 certification

4 Domain 4: Implementing a BCMS based on ISO 22301

Main Objective: To ensure that the ISO 22301 Lead Implementer candidate can implement the processes and security controls of a BCMS required for an ISO 22301 certification

5 Domain 5: Performance evaluation, monitoring and measurement of a BCMS based on ISO 22301

Main Objective: To ensure that the ISO 22301 Lead Implementer candidate can evaluate, monitor and measure the performance of a BCMS in the context of an ISO 22301 certification

6 Domain 6: Continual improvement of a BCMS based on ISO 22301

Main Objective: To ensure that the ISO 22301 Lead Implementer candidate can provide guidance on the continual improvement of a BCMS in the context of ISO 22301

7 Domain 7: Preparation for a BCMS certification audit

Main Objective: To ensure that the ISO 22301 Lead Implementer candidate can prepare and assist an organization for the certification of a BCMS against the ISO 22301 standard

- ▶ The “PECB Certified ISO 22301 Lead Implementer” exam is available in different languages, including English, French, Spanish and Portuguese
- ▶ Duration: 3 hours
- ▶ For more information about the exam, please visit: www.pecb.com



CERTIFICATION

- ▶ After successfully completing the exam, participants can apply for the credentials of PECB Certified ISO 22301 Provisional Implementer, PECB Certified ISO 22301 Implementer or PECB Certified ISO 22301 Lead Implementer, depending on their level of experience
- ▶ A certificate will be issued to participants who successfully passed the exam and comply with all the other requirements related to the selected credential:

| Credential | Exam | Professional Experience | BCMS Audit Experience | BCMS Project Experience | Other Requirements |
|---|--------------------------------------|---|-----------------------|---------------------------------------|---------------------------------|
| PECB ISO 22301 Provisional Implementer | PECB ISO 22301 Lead Implementer Exam | None | None | None | Signing the PECB code of ethics |
| PECB ISO 22301 Implementer | PECB ISO 22301 Lead Implementer Exam | Two years One year of Business Continuity work experience | None | Project activities totaling 200 hours | Signing the PECB code of ethics |
| PECB ISO 22301 Lead Implementer | PECB ISO 22301 Lead Implementer Exam | Five years Two years of Business Continuity work experience | None | Project activities totaling 300 hours | Signing the PECB code of ethics |

GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ Participant manual contains over 450 pages of information and practical examples
- ▶ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued to the participants
- ▶ In case of failure of the exam, participants are allowed to retake it for free under certain conditions