

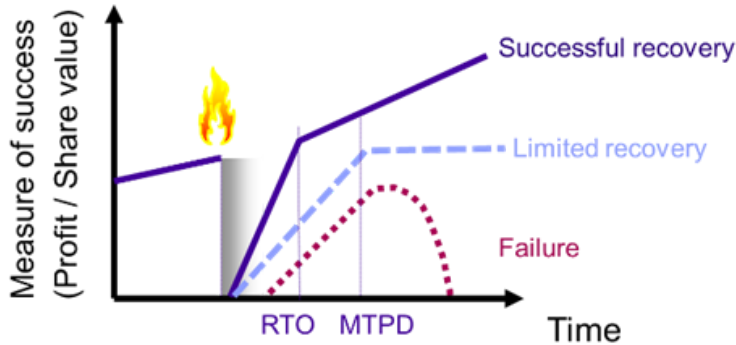


**The Business Continuity Institute (BCI) Professional Practices Training**  
**Writing Business Continuity Plans**

**Classroom-based, Instructor-led, and Interactive Learning Environment**

**Course Overview**

This course is aimed at those business continuity professionals who are tasked with writing Business Continuity Plans for their organization. This course gives practical guidance on how to develop and write a set of strategic, tactical and operational business continuity plans as part of the Incident Response Structure, which forms a key part of the BCM Lifecycle. The most effective business continuity plans are written by those people who are going to use them in the context in which they are to be used. The graphs below show the importance for an organisation to have Business Continuity Plans.



MTPD = Maximum Tolerable Period of Disruption (from BIA)  
= time before impacts become unacceptable – (ISO)  
RTO = Recovery Time Objective (set in Strategy)

Note that each P&S and business activity will have a different profile

**Course Objectives**

The objectives of this training course are to provide participants with the ability to:

- Plan by experience;
- Practice writing plan segments;
- Give a structure to the plan(s); and
- List of things to prepare.

**Who Should Attend?**

Business Continuity and resilience practitioners who are tasked with writing Business Continuity Plans for their organization. It is recommended that participants have a minimum of a CBCI or equivalent credential with experience working in an organization in a continuity and resilience related role.

**Certificate of Attendance**

All participants will receive an official certificate of attendance directly from The Business Continuity Institute (BCI).

**Course Duration**

2-day.