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COURSE BROCHURE

# Advanced Business Continuity Planning and Management Training Course

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Registered in the United Kingdom and Saudi Arabia

# Advanced Business Continuity Planning and Management Training Course

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Advanced Business Continuity Planning and Management is a 2-week training course for business continuity managers, resilience leads and operations directors, built around a continuity governance pack that each participant completes and presents to colleagues. Supply chains, technology dependencies and stakeholder expectations now leave little tolerance for prolonged outages, so recovery capability has become a board concern. Jupiter Prime Training offers Business Continuity Planning and Management for leaders who own recovery decisions.

## Why Business Continuity Planning and Management Matters Now

Three pressures shape continuity work today: tightly coupled supplier networks where one failure halts several activities, growing reliance on shared technology platforms, and customers, insurers and boards who ask for evidence of recovery capability rather than documents. A bank that cannot restore payments, or a hospital whose pharmacy supplier fails, faces harm that grows with every hour. Organisations that set credible recovery objectives and test them keep options open; those that rely on untested plans discover gaps during the event. The course rests on ISO 22301, the international standard for business continuity management systems BCMS.

## Who Gains Most from Business Continuity Planning and Management

- Leaders who own the business impact analysis and the recovery objectives it produces
- Heads of operations accountable for keeping critical activities running during disruption
- Resilience and risk leads who connect continuity exposure with enterprise risk decisions
- Procurement and vendor leads responsible for the recovery capability of critical suppliers
- Advisers who prepare continuity reports and investment cases for executive committees

A continuity function gains most when its manager, an operations director and a procurement lead attend together and align on supplier and recovery priorities.

## Business Continuity Planning and Management Capabilities

Participants leave able to turn impact evidence into recovery targets, strategies and oversight that executives can defend.

- Design a business impact analysis that produces consistent, defensible impact ratings — recovery prioritisation
- Calculate recovery time and recovery point objectives for critical activities — technology and operations investment
- Weigh continuity strategy options against cost and residual exposure — executive approval
- Specify supplier continuity requirements and test them with key vendors — procurement and contract owners
- Build an exercising schedule that proves capability rather than paperwork — audit and assurance
- Communicate continuity performance and residual exposure to the board — investment and risk appetite decisions

## Key Business Continuity Planning and Management Terms

- Business impact analysis BIA — a structured assessment of how disruption to each activity harms the organisation over time.
- Recovery time objective RTO — the target period within which an activity or system must be resumed after disruption.
- Recovery point objective RPO — the point to which data must be restored, expressing the maximum acceptable loss of information.
- Maximum tolerable period of disruption — the time after which the impact of not resuming an activity becomes unacceptable.
- Continuity strategy — the chosen approach, such as alternate sites or workarounds, for resuming prioritised activities within their objectives.
- Exercise — a planned activity that tests continuity arrangements, people and plans against a scenario to reveal gaps.

## Business Continuity Planning and Management Day by Day

## Day 1: Continuity Context and Organisational Exposure

- ISO 22301 Management System Clauses — Framing Scope and Leadership Accountability
- Organisational Context Scan — Identifying Products, Services and Critical Dependencies
- Continuity Policy Statement — Setting Disruption Tolerance at Executive Level
- Interested Party Requirements — Capturing Customer, Contractual and Legal Expectations
- Continuity Maturity Baseline — Prioritising Gaps Before Investment Decisions

## Day 2: Business Impact Analysis Design

- BIA Questionnaire Design — Collecting Consistent Impact Evidence Across Business Units
- Time-Based Impact Ratings — Scoring Financial, Operational and Reputational Harm
- Maximum Tolerable Period of Disruption — Defining When Damage Becomes Unacceptable
- Activity Prioritisation Matrix — Ranking Processes for Recovery Sequence
- BIA Validation Interviews — Challenging Owner Estimates With Operational Evidence

## Day 3: Recovery Objectives and Resource Requirements

- Recovery Time Objective Setting — Aligning Restoration Targets With Tolerable Disruption
- Recovery Point Objective Choices — Deciding Acceptable Data Loss per Process
- Minimum Business Continuity Objective — Agreeing Reduced Service Levels During Recovery
- Resource Requirement Profiles — Specifying People, Premises, Technology and Suppliers
- Dependency Mapping — Exposing Single Points of Failure Across Value Chains

## Day 4: Continuity Risk Assessment

- Disruption Scenario Library — Selecting Plausible Events for Planning Assumptions
- Threat and Vulnerability Rating — Comparing Likelihood Against Continuity Exposure
- Concentration Exposure Review — Spotting Clustered Sites, Staff and Systems
- Treatment Option Appraisal — Weighing Prevention Against Recovery Investment
- Exposure Ownership Assignment — Linking Each Continuity Gap to an Accountable Owner

## Day 5: Continuity Strategy Selection

- Strategy Option Matrix — Comparing Workarounds, Alternate Sites and Duplication
- Cost-Benefit Appraisal of Solutions — Justifying Continuity Spending to Executives
- Workforce Continuity Arrangements — Covering Key Skills Through Cross-Training and Succession
- Work Area Recovery Options — Choosing Reciprocal, Commercial or Remote Arrangements
- Strategy Sign-Off Pack — Securing Executive Approval for Chosen Solutions

## Day 6: Supplier and Third-Party Continuity

- Critical Supplier Tiering — Identifying Vendors Whose Failure Halts Key Activities
- Supplier Continuity Questionnaires — Assessing Vendor Recovery Capability Before Contract
- Contractual Continuity Clauses — Embedding Recovery Expectations in Service Agreements
- Alternative Sourcing Arrangements — Reducing Dependence on Single Providers
- Joint Supplier Exercises — Testing Shared Recovery With Key Partners

## Day 7: Plan Architecture and Documentation

- Plan Hierarchy Design — Linking Incident, Continuity and Recovery Documents
- Business Unit Continuity Plans — Writing Actionable Steps for Activity Owners
- Activation and Escalation Criteria — Deciding When Continuity Plans Are Invoked
- Call Trees and Contact Directories — Mobilising Recovery Personnel Quickly
- Plan Usability Testing — Checking That Instructions Work Under Stress

## Day 8: Exercising and Testing

- Exercise Types Ladder — Progressing From Walkthroughs to Live Recovery Tests
- Exercise Objective Setting — Choosing Capabilities Each Test Must Prove
- Scenario and Inject Scripting — Building Realistic Pressure Into Continuity Tests
- Observer and Debrief Methods — Capturing Evidence of Plan Performance
- Corrective Action Tracking — Driving Exercise Findings Through to Closure

## Day 9: Oversight, Maintenance and Board Reporting

- Continuity Steering Committee — Assigning Oversight, Ownership and Review Rights
- Maintenance Cycle Calendar — Triggering Plan Updates After Organisational Change
- Continuity Performance Indicators — Measuring Readiness Beyond Plan Completion Rates
- Internal Continuity Audit — Checking Conformity With ISO 22301 Requirements
- Board Continuity Report — Presenting Residual Exposure and Investment Needs

## Day 10: Practising the Continuity Governance Pack

- BIA Refresh Exercise — Applying Impact Methods to a Case Organisation
- Strategy Defence Panel — Justifying Recovery Choices Against Executive Challenge
- Supplier Failure Simulation — Applying Third-Party Arrangements Under Time Pressure
- Peer Review of Exercise Schedules — Refining Test Coverage Across Critical Activities
- Continuity Governance Pack — Assembling Objectives, Strategies, Exercises and Reporting Metrics

## Applying Business Continuity Planning and Management After the Course

- Lead a validation session that challenges recovery time objectives for the five most critical activities against actual resource lead times.
- Schedule a joint exercise with one tier-one supplier and record corrective actions in the continuity performance indicators.

## Business Continuity Planning and Management Questions FAQ

### What is business continuity planning and management and why does it matter now?

Business continuity planning and management is the discipline of keeping critical activities running, or resuming them quickly, after disruption. It matters now because supplier networks and shared technology spread outages fast, and boards expect tested evidence of recovery capability.

### Which roles gain most from advanced business continuity planning and management?

Continuity managers, operations directors, resilience leads and procurement leads gain most. You benefit if you own impact analysis, set recovery objectives, manage critical suppliers or report continuity readiness to executives.

## How does advanced business continuity planning and management differ from a crisis management course?

Advanced business continuity planning and management focuses on impact analysis, recovery objectives, strategies and exercising, while a crisis management course concentrates on command, decisions and communication during the acute event. Continuity builds the capability that crisis teams rely on.

## What do you bring back from business continuity planning and management training?

You bring back a continuity governance pack containing validated recovery objectives, selected strategies, an exercise schedule and board reporting metrics. It gives your organisation a defensible starting point for its next continuity review cycle.

## Business Continuity Planning and Management: The Way Forward

The continuity governance pack gives a continuity function one coherent record of objectives, strategies, exercises and indicators. Its first use is deciding which recovery gaps receive investment in the coming budget round. Continuity managers, operations directors and the steering committee use it together. After the first full exercise, the recovery objectives deserve another look, since tests often show that resource lead times were underestimated.