
AdTAPT
Business Continuity Management Boot Camp
23rd – 24th April 2008
17th – 18th September 2008

Joining Instructions

You are invited to attend the Adtapt Business Continuity Boot Camp, a bespoke training course that has been developed to meet the requirements of those new to Business Continuity. The curriculum is in line with BS25999 and all current BCI guidance. The venue and times are as follows:

**Sterling House,
1-2 Back St Annes Road West,
Lytham St Annes, Lancashire, FY8 1RD**

You can download a map or directions from www.adtapt.com. The nearest airport is Blackpool which Ryanair operate from, flying daily to Dublin; nearest Mainline station is Preston and there is a direct train from Leeds (Trans-Pennine Express) and Edinburgh (Virgin Trains), you can get the little train to St Annes On-The-Sea from Preston but there is only one train an hour (terminates Blackpool South). By car we are 3 miles from the end of the M55 Motorway.

Due to travel we will start on Tuesday 20th at 1000 hrs but please be prepared to work a little later. On Wednesday we will start at 0900hrs and aim to finish at 1600hrs, allowing travel home before the M6 rush hour.

You do not need to bring any materials since they will be provided during the courses in both paper and electronic formats. There are PCs for your use and a wireless network if you prefer to use your own laptop.

The course programme is attached.

Dress code is business/casual.

Refreshments and lunch is provided. Dinner is provided on Tuesday evening. Please advise of any special dietary requirements. We have accommodation to meet any budget from the Dalmeny 4 star Hotel to "Mrs Miggins" B&B at £22 pppn, please let me know if you need assistance booking accommodation.

Feel free to email or call if you have any questions. The Adtapt Team and I are looking forward to meeting you in person.

Andy Tomkinson MBCI
07957 392616

Course Description

This 2-day course is intended for those new to business continuity, those wanting a refresher in the key areas or those who are likely to require competency in incident management, business continuity, disaster recovery and contingency planning.

Topics cover all aspects of business continuity management and will focus on the development and use of a set of tools which can be customised to suit any specific business area. Each delegate will take away a set with them for future reference in both hard copy and electronic format.

Participants will be introduced to a proven planning methodology, risk identification and analysis, business impact analysis, and the identification and evaluation of alternative recovery methods. Emergency planning and initial steps in the plan development process are also explored. Class participation and team utilisation of concepts are emphasised.

The curriculum is in line with the Business Continuity Institute (BCI) best practice guidelines and the new British Standard BS25999. It will go some way in enabling delegates to assist with the delivery of a BCM programme in their own organisations.

Presenters are Andy Tomkinson MBCI, Ian Speirs MBCI, Sue Stallard MBCI (The Current BCI Manager of the Year) and Angela Tomkinson MBCI. For more information on the presenters please visit www.adtapt.com

Preparation

There is no requirement to formally prepare. Without being overwhelmed you can browse some of the websites listed below, perhaps flick through the BCI glossary of terms and look at their 10 competency standards. Finally, if you want to see what are the hot topics in BCM are visit Continuity Central.

www.ukresilience.info/ccact/

www.thebci.org

www.continuitycentral.com

Attendance

Students will each receive a certificate of achievement at the end of the course.

All documents will be available in electronic and paper format including video clips and digital photographs.

Business Continuity Management Boot Camp Programme 2008

DAY	1000	1030 (1115 Coffee Break)	1300	Lunch	1330 (1500 Tea Break)	1800	
Day One	Methodology, Executive Support BIA, Plan building						
	Intro	Overview & Programme Management	Business Impact Analysis	1300-1330	IT Disaster Recovery	Building scalable, appropriate and effective plans	Review Homework
		Governance	Risk Evaluation				
	All	AT and SS	IS and SS		AT	IS and SS	All
Day Two	Incident Management, Integration, Rehearsals and Awareness						
	0900 Revision	The principles and resources for effective incident management	Integration with responders supply chains, salvage and restoration. Corporate social responsibility	1300-1330	Rehearsals – Part Two - Facilitation and Debrief	Assurance Embedding into culture	
					Awareness Training Maintaining Exercising	1600 Depart	
	All	AT and IS	IS and SS		All	All	
			Rehearsals – Part One - Preparation				
			All				

Business Continuity Management Boot Camp Overview and Objectives

DAY 1

1000 hrs Introduction & Objectives

Exercise #1 in fundamentals, join the dots

1030 hrs

Programme management

- Inception, deliverables, budget and quality
- Initiation and Policy
- Sponsorship, champions, policy and diligence
- Preparation of resources and measurement of success
- Sources of assistance
- What is scaleable, appropriate and cost effective?

1115 hrs Coffee

1130 hrs RISK AND BUSINESS IMPACT ANALYSIS

Exercise #2 in risk logistics,

- The differences between risk evaluation and Business Impact Analysis
- How to translate the language into business terms
- How we can present this to get sign off and for it to make sense
- What do we do with the results
- Cost benefits - does everyone need BCP?

Exercise #3 in presenting results, critical process not FLEXA

1300 hrs Lunch

1330 hrs IT DISASTER RECOVERY

- Strategy and direction policy versus practicalities
- Scalability and technical solutions
- Tools and software
- Training, awareness and testing
- Negotiating DR contracts

Exercise #4 in extraction, extracting results from BIA to prepare plans and specify DR resources

1500 hrs Tea

1515 hrs PLANS AND PROCEDURES

- What goes in a plan (and what stays out)
- Plan building aligned with roles and responsibilities
- The navigation of plans and processes to achieve understanding and familiarity
- Plan assumptions and inter-dependencies

Exercise #5 in plan writing

1700 hrs Summary (Reading and revision)

1800 hrs End of day 1 Well earned drink before homework

DAY 2

0900 hrs Homework, revision and Q&A from yesterday

0930 hrs Incident Management

- Roles and responsibilities
- Familiarity with plans and procedures
- Human aspects – inoculation
- Culture
- Top management - good intentions or interference?

Exercise #6 top tips for Incident Management

1045 hrs INTEGRATION AND CO-OPERATION

- Customers and clients
- 3rd Party vendors: DR, salvage and restoration
- Responding agencies, emergency services, media and insurance
- Regulators and authorities
- Supply chain
- Corporate and social responsibility

Exercise #7 warning, activation and communication

1115 hrs Coffee

1130 hrs REHEARSALS – PART ONE - PREPARATION

- An overview of exercises and rehearsals
- Plan validation
- Familiarity

Exercise #8 in preparing to facilitate a rehearsal

1300 hrs Lunch

1330 hrs REHEARSALS – PART TWO – FACILITATION & DEBRIEF

- Integration and participation
- Post exercise debriefing, reviews and plan revisions

1430 hrs ASSURANCE

Exercise #9 in exercising

- Internal and External Auditing
- Benchmarking
- Quality and management assurance
- Leadership in maintenance mode
- Embedding into culture

Exercise #10 where do we go from here?

1500 hrs Tea

1515 hrs Summary and critique

1600 hrs Course ends and disperse