

ISO 22301 Lead Implementer

Course Outline

Module 1: Getting Started with ISO 22301 and Launching a BCMS

Lessons:

- Overview of ISO 22301: Objectives and Structure
- Standards and Regulatory Frameworks in Context
- Introduction to Business Continuity Management System (BCMS)
- Essential Concepts and Principles of Business Continuity Management Systems
- Initiating the Implementation of a BCMS
- Understanding the Organization's Context
- Analyzing the Existing Management System
- Defining the Scope of the BCMS

Module 2: Strategize the Implementation of a BCMS

Lessons:

- Fostering Leadership and Commitment
- Establishing BCMS Policies
- Designing the Organizational Structure
- Effective Documentation Management
- Ensuring Competence and Awareness
- Conducting Business Impact Analysis (BIA)
- Performing Risk Assessment

Module 3: Implementation of a BCMS

Lessons:

- Developing Business Continuity Strategy
- Creating Business Continuity Plans and Procedures
- Establishing an Incident Response Plan
- Formulating an Emergency Response Plan
- Crafting a Crisis Management Plan
- Implementing an IT Recovery Plan
- Developing a Restoration Plan
- Establishing a Communication Plan

Module 4: Monitoring, Measuring, and Continually Improving the BCMS

Lessons:

- Preparing for Certification Audit
- Conducting Tests and Exercises
- Measuring and Monitoring the BCMS Performance
- Performing Internal Audits
- Addressing Non-Conformities
- Driving Continual Improvement
- Evaluating the Competence of Implementers
- Concluding Training Programs

Module 5: Performance Evaluation and Improvement

Lessons:

- Conducting Testing, Monitoring, Measurement, Analysis, and Evaluation
- Ensuring Effectiveness and Readiness through Business Continuity Plan Testing
- Process of Internal Audit and Ensuring Conformity
- Significance of Management Review
- Taking Action on Nonconformities and Implementing Corrective Actions
- Emphasizing Continual Improvement of the BCMS and its Enhancement

Module 6: Get Access to ISO 22301 Implementing Toolkit

Lessons:

- Internal Audit Template for Implementers
- AI Prompts for Implementation Audits
- ISO 22301 Implementation Checklist
- Top Common Implementation Non-Conformities