

ISO 22301 Business Continuity Management System

Course Outline

Module 1: Introduction

- Business Continuity Management
- Scope
- Terms and Definitions

Module 2: Context of the Organization

- Understanding the Organization and its Context
- Understanding the Needs and Expectations of Interested Parties
- Determining the Scope of the Business Continuity Management System
- Business Continuity Management System
- BCMS System Process

Module 3: Leadership

- Leadership and Commitment
- Policy
- Roles, Responsibilities, and Authorities

Module 4: Planning

- Actions to Address Risks and Opportunities
- Business Continuity Objectives and Planning to Achieve Them
- Planning Changes to the Business Continuity Management System

Module 5: Support

- Resources
- Competence
- Awareness
- Communication
- Documented Information

Module 6: Operation

- Operational Planning and Control
- Business Impact Analysis and Risk Assessment
- Business Continuity Strategies and Solutions
- Business Continuity Plans and Procedures
- Exercise Programme
- Evaluation of Business Continuity Documentation and Capabilities

Module 7: Performance Evaluation

- Monitoring, Measurement, Analysis, and Evaluation
- Internal Audit
- Management Review

Module 8: Improvement

- Nonconformity and Corrective Action
- Continual Improvement

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