

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 22301 — Business Continuity Management

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference MGT-MGS-22301 • ISO Management & Services

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AT A GLANCE

REFERENCE	MGT-MGS-22301
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Continuous Improvement and Review

5 chapters · 30 classes 45 marks

• 1 Fundamentals of Continuous Improvement in Business Continuity — 6 classes

› 1.1 Define Continuous Improvement in Business Continuity

› 1.2 Identify Key Principles of Continuous Improvement

› 1.3 Analyze Current Business Continuity Practices

› 1.4 Develop Strategies for Implementing Improvements

› 1.5 Establish Metrics for Measuring Continuous Improvement

› 1.6 Review and Adapt Continuous Improvement Processes

• 2 Key Tools and Techniques for Continuous Improvement — 6 classes

› 2.1 Identify Key Continuous Improvement Tools for Business Resilience

› 2.2 Analyze the Role of SWOT Analysis in Strategic Planning

› 2.3 Implement PDCA Cycle for Effective Process Improvement

› 2.4 Utilize Root Cause Analysis to Enhance Problem-Solving

› 2.5 Develop Key Performance Indicators for Monitoring Progress

› 2.6 Create Action Plans for Sustaining Continuous Improvement Efforts

• 3 Establishing Metrics and KPIs for Continuous Improvement — 6 classes

› 3.1 Identify Key Metrics for Business Continuity Success

› 3.2 Define Effective KPIs for Continuous Improvement

› 3.3 Establish Baselines for Performance Measurement

› 3.4 Develop Data Collection Methods for Metrics

› 3.5 Analyze Metrics to Identify Improvement Areas

› 3.6 Create an Action Plan Based on KPI Results

• 4 Conducting Effective Reviews and Audits in Business Continuity — 6 classes

› 4.1 Identify Key Performance Indicators for Business Continuity Reviews

› 4.2 Develop a Standardized Review Process for Audits

› 4.3 Analyze Data and Feedback from Previous Business Continuity Audits

› 4.4 Conduct a Stakeholder Engagement Session to Gather Insights

› 4.5 Implement Continuous Improvement Strategies Based on Review Findings

› 4.6 Document and Communicate Audit Outcomes Effectively to Leadership

• 5 Embedding a Culture of Continuous Improvement in Organizations — 6 classes

› 5.1 Assess Current Culture for Continuous Improvement

› 5.2 Identify Key Stakeholders in Continuous Improvement

› 5.3 Develop Strategies to Foster an Improvement Mindset

› 5.4 Implement Feedback Mechanisms for Continuous Learning

› 5.5 Measure the Impact of Improvement Initiatives

› 5.6 Create a Continuous Improvement Action Plan

• 1 Understanding ISO 22301 and Its Importance in Business Continuity — 6 classes

- › 1.1 Define ISO 22301 and Its Core Principles
- › 1.2 Explore the Importance of Business Continuity Management
- › 1.3 Identify Key Components of a Business Continuity Plan
- › 1.4 Analyze the Benefits of Implementing ISO 22301 Standards
- › 1.5 Assess Current Business Continuity Practices Against ISO 22301
- › 1.6 Develop a Basic Business Continuity Plan Outline

• 2 Identifying Business Impact Analysis (BIA) and Risk Assessment Techniques — 6 classes

- › 2.1 Define Business Impact Analysis in a Continuity Context
- › 2.2 Identify Key Components of a Business Impact Analysis
- › 2.3 Explore Risk Assessment Techniques for Effective Continuity Planning
- › 2.4 Analyze the Interconnection Between BIA and Risk Assessment
- › 2.5 Develop a BIA Template for Your Organization
- › 2.6 Apply Risk Assessment Techniques to Real-World Scenarios

• 3 Developing Recovery Strategies and Business Continuity Plans — 6 classes

- › 3.1 Assess Current Business Continuity Needs
- › 3.2 Identify Key Resources and Processes for Recovery
- › 3.3 Analyze Risks and Impacts on Business Operations
- › 3.4 Develop Effective Recovery Strategies
- › 3.5 Create Comprehensive Business Continuity Plans
- › 3.6 Test and Update Recovery Plans Regularly

• 4 Implementing and Communicating the Business Continuity Plan — 6 classes

- › 4.1 Identify Key Stakeholders for the Business Continuity Plan
- › 4.2 Develop Clear Communication Strategies for Business Continuity
- › 4.3 Establish Roles and Responsibilities in Implementing the Plan
- › 4.4 Create Effective Training Materials for Business Continuity Awareness
- › 4.5 Conduct Simulation Exercises to Test the Business Continuity Plan
- › 4.6 Evaluate Feedback and Update the Business Continuity Plan Accordingly

• 5 Testing, Maintenance, and Continuous Improvement of Business Continuity Plans — 6 classes

- › 5.1 Assess Current Business Continuity Plans for Effectiveness
- › 5.2 Develop Testing Strategies for Business Continuity Plans
- › 5.3 Conduct Simulations and Drills for Plan Validation
- › 5.4 Evaluate Test Results and Identify Improvement Areas
- › 5.5 Update Business Continuity Plans Based on Feedback
- › 5.6 Establish Ongoing Review Processes for Continuous Improvement

• 1 Understanding Business Continuity Management and ISO 22301 — 6 classes

- › 1.1 Define Business Continuity Management and its Importance
- › 1.2 Explore the Key Components of ISO 22301 Framework
- › 1.3 Analyze the Business Impact Analysis (BIA) Process
- › 1.4 Identify Roles and Responsibilities in Business Continuity Planning
- › 1.5 Develop Practical Strategies for Business Continuity Implementation
- › 1.6 Evaluate and Test Business Continuity Plans for Effectiveness

• 2 Leadership Roles and Responsibilities in Business Continuity — 6 classes

- › 2.1 Define Key Leadership Roles in Business Continuity
- › 2.2 Assess Individual Responsibilities Within a Business Continuity Team
- › 2.3 Identify Essential Skills for Effective Business Continuity Leadership
- › 2.4 Categorize Leadership Styles that Enhance Business Continuity Efforts
- › 2.5 Develop Strategies for Communicating Responsibilities in Crisis Situations
- › 2.6 Create a Personal Action Plan for Leading Business Continuity Initiatives

• 3 Risk Assessment and Business Impact Analysis Techniques — 6 classes

- › 3.1 Identify Key Risks in Business Operations
- › 3.2 Analyze Vulnerabilities in Organizational Processes
- › 3.3 Evaluate the Impact of Risks on Business Continuity
- › 3.4 Conduct a Thorough Business Impact Analysis
- › 3.5 Develop Risk Mitigation Strategies Based on Assessment Findings
- › 3.6 Implement and Review Business Continuity Plans Effectively

• 4 Developing and Implementing Business Continuity Plans — 6 classes

- › 4.1 Assess Organizational Risks for Business Continuity
- › 4.2 Define Key Components of a Business Continuity Plan
- › 4.3 Develop a Business Impact Analysis Framework
- › 4.4 Establish Recovery Strategies and Resource Requirements
- › 4.5 Create an Effective Communication Plan for Stakeholders
- › 4.6 Test and Review Business Continuity Plans for Continuous Improvement

• 5 Monitoring, Reviewing, and Improving Business Continuity Strategies — 6 classes

- › 5.1 Assess Current Business Continuity Strategies
- › 5.2 Identify Key Performance Indicators for Monitoring
- › 5.3 Utilize Tools and Techniques for Strategy Review
- › 5.4 Conduct Effective Stakeholder Feedback Sessions
- › 5.5 Analyze Review Findings to Identify Improvement Areas
- › 5.6 Develop an Action Plan for Continuous Improvement

• 1 Understanding Business Continuity: Concepts and Importance —

6 classes

- › 1.1 Define Business Continuity and Its Core Concepts
- › 1.2 Explore the Importance of Business Continuity Management
- › 1.3 Identify Key Risks and Threats to Business Continuity
- › 1.4 Assess the Impact of Disruptions on Business Operations
- › 1.5 Develop Business Continuity Roles and Responsibilities
- › 1.6 Create an Initial Business Continuity Plan Framework

• 2 ISO 22301 Overview: Framework and Requirements — 6 classes

- › 2.1 Understand the Importance of Business Continuity Management
- › 2.2 Identify the Key Components of ISO 22301 Framework
- › 2.3 Explore the Core Requirements of ISO 22301
- › 2.4 Analyze the Roles and Responsibilities in Business Continuity
- › 2.5 Evaluate the Impact of Non-Compliance with ISO 22301
- › 2.6 Develop an Initial Business Continuity Plan Using ISO 22301 Principles

• 3 Conducting Business Impact Analysis (BIA) — 6 classes

- › 3.1 Define Key Terms and Concepts in Business Impact Analysis
- › 3.2 Identify Critical Business Processes and Functions
- › 3.3 Assess the Potential Impact of Disruptions
- › 3.4 Determine Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO)
- › 3.5 Conduct Stakeholder Interviews for BIA Data Collection
- › 3.6 Analyze BIA Findings to Develop Business Continuity Strategies

• 4 Developing Business Continuity Strategies and Plans — 6 classes

- › 4.1 Analyze Business Impact to Inform Continuity Strategies
- › 4.2 Identify Critical Business Functions and Resources
- › 4.3 Develop Risk Mitigation Strategies for Business Continuity
- › 4.4 Create and Structure Effective Business Continuity Plans
- › 4.5 Implement Training for Business Continuity Awareness
- › 4.6 Review and Test Business Continuity Plans for Effectiveness

• 5 Testing, Exercising, and Continuous Improvement of BCM — 6 classes

- › 5.1 Understand the Importance of Testing in BCM
- › 5.2 Identify Types of BCM Exercises and Their Goals
- › 5.3 Develop Effective Testing Scenarios for BCM
- › 5.4 Conduct a Tabletop Exercise for Business Continuity
- › 5.5 Evaluate Exercise Outcomes and Lessons Learned
- › 5.6 Implement Continuous Improvement Strategies in BCM

• 1 Understanding Risk Assessment Fundamentals — 6 classes

- › 1.1 Define Key Terms in Risk Assessment
- › 1.2 Identify Types of Risks Affecting Businesses
- › 1.3 Explain the Importance of Risk Assessment in Business Continuity
- › 1.4 Demonstrate Techniques for Conducting a Risk Assessment
- › 1.5 Analyze the Components of Business Impact Analysis
- › 1.6 Apply Risk Assessment Findings to Business Continuity Planning

• 2 Identifying and Analyzing Risks — 6 classes

- › 2.1 Define Key Concepts in Risk Assessment
- › 2.2 Identify Sources of Risk in Business Continuity
- › 2.3 Distinguish Between Qualitative and Quantitative Risk Analysis
- › 2.4 Conduct a Preliminary Risk Assessment Workshop
- › 2.5 Analyze Potential Impacts of Identified Risks
- › 2.6 Develop a Risk Prioritization Matrix for Decision Making

• 3 Conducting a Business Impact Analysis (BIA) — 6 classes

- › 3.1 Define Key Concepts in Business Impact Analysis
- › 3.2 Identify Critical Business Functions and Processes
- › 3.3 Assess Potential Impacts of Disruptions on Operations
- › 3.4 Determine Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO)
- › 3.5 Develop Risk Scenarios and Evaluate Likelihood of Occurrence
- › 3.6 Create an Action Plan Based on BIA Findings

• 4 Integrating Risk Assessment with BIA Findings — 6 classes

- › 4.1 Define Key Concepts in Risk Assessment and BIA Integration
- › 4.2 Identify Common Risks Impacting Business Operations
- › 4.3 Conduct a Risk Assessment Aligned with BIA Objectives
- › 4.4 Analyze BIA Findings to Inform Risk Management Strategies
- › 4.5 Develop Action Plans Based on Integrated Risk and BIA Insights
- › 4.6 Present Integrated Risk and BIA Findings to Stakeholders

• 5 Developing a Comprehensive Risk Management Framework — 6 classes

- › 5.1 Identify Key Components of a Risk Management Framework
- › 5.2 Assess Organizational Risks Using Qualitative Methods
- › 5.3 Conduct Quantitative Risk Analysis for Business Impact
- › 5.4 Develop Risk Mitigation Strategies and Action Plans
- › 5.5 Implement Monitoring Processes for Ongoing Risk Evaluation
- › 5.6 Create a Communication Plan for Stakeholder Engagement

• 1 Understanding the Importance of Testing Business Continuity Plans — 6 classes

- › 1.1 Explore the Fundamentals of Business Continuity Plans
- › 1.2 Identify Key Components of Effective Testing Strategies
- › 1.3 Understand the Risks of Not Testing Business Continuity Plans
- › 1.4 Analyze Real-life Case Studies of Business Continuity Failures
- › 1.5 Develop a Testing Schedule for Business Continuity Plans
- › 1.6 Evaluate the Outcomes of Testing and Exercising Scenarios

• 2 Types of Business Continuity Tests and Exercises — 6 classes

- › 2.1 Identify Different Types of Business Continuity Tests
- › 2.2 Explore Tabletop Exercises for Business Continuity
- › 2.3 Analyze Simulation Exercises in Business Continuity Planning
- › 2.4 Design Functional Exercises for Realistic Scenarios
- › 2.5 Evaluate the Effectiveness of Business Continuity Tests
- › 2.6 Implement a Continuous Improvement Process for Testing

• 3 Developing Effective Testing Scenarios — 6 classes

- › 3.1 Identify Key Objectives for Testing Scenarios
- › 3.2 Analyze Risk Scenarios to Inform Testing
- › 3.3 Design Realistic Testing Environments
- › 3.4 Develop Scenarios that Challenge Response Capabilities
- › 3.5 Create Testing Scripts for Facilitating Exercises
- › 3.6 Evaluate and Refine Scenarios Based on Feedback

• 4 Executing and Facilitating Business Continuity Exercises — 6 classes

- › 4.1 Define Objectives for Business Continuity Exercises
- › 4.2 Identify Key Stakeholders for Effective Facilitation
- › 4.3 Design Realistic Scenarios for Business Continuity Testing
- › 4.4 Develop a Comprehensive Exercise Plan
- › 4.5 Conduct Debriefing Sessions Post-Exercise
- › 4.6 Evaluate and Improve Business Continuity Plans Based on Exercise Outcomes

• 5 Evaluating Test Outcomes and Continuous Improvement — 6 classes

- › 5.1 Analyze Test Outcomes for Effectiveness
- › 5.2 Identify Gaps in Business Continuity Plans
- › 5.3 Gather Stakeholder Feedback for Continuous Improvement
- › 5.4 Prioritize Areas for Plan Enhancement
- › 5.5 Develop an Action Plan for Improvement
- › 5.6 Implement and Monitor Changes to Business Continuity Plans