

BUSINESS CONTINUITY PLANNING FOR ICT

How do you create a disaster recovery and business continuity plan for ICT ?

WEDNESDAY 1ST OF JUNE 2005 (14-21H), HOTEL SOFITEL BRUSSELS AIRPORT (DIEGEM)

This seminar is organised in cooperation with Ascure (www.ascure.com)

FULL PROGRAMME

13.30h-14h: **Registration and Coffee/Tea**

14.00h: **Awareness programs**

- Content of an awareness program.
- Who should be involved ?
- BCP and DRP legislation.
- Target audience.
- Critical success factors and common pitfalls.
- Practical case study

14.30h: **Business Impact Analysis (BIA)**

- How to establish a business impact analysis related to ICT.
- Selection of business departments involved.
- Defining critical business processes and their related ICT assets.
- Defining Recovery Time Objectives (RTO).
- Defining Recovery Point Objectives (RPO).
- How to calculate the financial impact of an ICT outage.
- How to calculate the non-financial impact of an ICT outage.
- Critical success factors and common pitfalls.
- Practical case study

15.30h: **Coffee/Tea and Refreshments**

16.00h: **Risk Assessment (RA)**

- Calculation formula of risks.
- How to assess physical risks.
- How to assess non-physical risks.
- Classification of ICT risks.
- Presenting BIA and RA to management.
- Critical success factors and common pitfalls.
- Practical case study

16.30h: **Developing BCP strategies**

- BCP and DRP market in Belgium (and Europe)
- How to select BCP and DRP alternatives.
- Content of a Request for Proposal (RFP) for BCP and DRP.
- Critical success factors and common pitfalls.
- Practical case study

17.00h: **Developing & implementing BCP and DRP plans**

- Minimum content of a BCP and DRP.
- Development of ICT recovery procedures.
- Use of BCP or DRP software.
- Who should be the responsible of a BCP and DRP?
- Critical success factors and common pitfalls.
- Practical case study

17.50h: **Dinner**

19.00h: **Practical Case Study Revisited**

- Step-by-step approach to creating a BCP for IT
- What can we learn from various case studies ?
- What are the critical success factors in such projects ?
- What are the major pitfalls ?

19.30h: **Other Important Issues for a Successful BCP**

- Training programs
 - How do you make key players familiar with the plan ?
 - Different training programs for a different audience.
 - Involvement of third parties in BCP and DRP training programs.
 - Success factors and pitfalls in BCP training programs.
 - Practical examples
- Testing and maintenance
 - Frequency of testing DRP and BCP.
 - Overview of different testing alternatives.
 - How to maintain your DRP and BCP.
 - Critical success factors and pitfalls of BCP testing and maintenance
 - Practical examples
- Crisis communication
 - Content of a crisis communication plan.
 - Who should be involved?
 - How to test a crisis communication plan.
- Auditing DR and BC plans
 - How to audit DRP and BCP plans.
 - Frequency of auditing.
 - Critical success factors and pitfalls of DRP/BCP auditing
 - Practical examples

20.45h: **Conclusions & Summary / Final Q&A**

21.00h: **End of the Seminar**



Filip De Wolf is currently employed by **Ascure NV** as a Senior Business Continuity Consultant, where he is responsible for managing and conducting Continuity Planning assignments for clients. He has also been involved in many BCP developments and testing projects, and has experience in a number of business and industry sectors. Filip has worked in the Business Continuity profession for a number of years and has many years of experience in Disaster Recovery and Business Continuity Management.

You can also register on-line at www.itworks.be



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GOALS OF THIS SEMINAR

Because of their increasing dependency on technology to support the core business functions, companies have come to realize that simple disaster recovery plans for ICT services are now insufficient to remain operational, even in a disaster modus.

This one-day seminar offers a proven framework and lifecycle for the construction, implementation, training and testing of a disaster recovery plan (DRP) and business continuity plan (BCP) and looks at the issues surrounding the continuity of essential business functions under all circumstances.

During this interactive seminar, participants will obtain a practical knowledge on how to establish a proper DRP and BCP including an overview of the possible pitfalls. Every lifecycle phase is presented as a lecture session followed by a real case study exercise to ensure full understanding and consolidate the key learning points.

- Project initiation
- Awareness programs
- Business Impact Analysis
- Risk Assessment
- Developing BCP strategies
- Developing and implementing a BC plan
- Training programs
- Testing and maintenance
- Crisis communication
- Auditing BC plans

This seminar is organised in cooperation with Ascore (www.ascore.com)

SPEAKER AT THIS SEMINAR:

Filip De Wolf (MBCI, CISA) has worked in the Business Continuity profession for a number of years and has many years of experience in Disaster Recovery and Business Continuity Management.

He is currently employed by Ascore as a Senior Business Continuity Consultant. In his current role as Senior Consultant, Filip is responsible for managing and conducting Continuity Planning assignments for clients. He has also been involved in many BCP developments and testing projects. He has experience in a number of business and industry sectors including: Banking and Insurance, Retail, Pharmaceutical, Information, Telecommunication and Entertainment.

He is a certified CISA auditor and a guest speaker and trainer for several DRP and BCP conferences, such as BCI, VUB/ULB, KPMG, ...

QUESTIONS TO BE ANSWERED:

At the end of this course, participants should:

- Have a high level understanding of the overall DRP and BCP Lifecycle
- Know how to create a company-wide awareness program, also for Disaster Recovery Planning (DRP)
- Have the knowledge to conduct a proper Business Impact Analysis and Risk Assessment related to IT
- Have an overview and know how to identify and select cost-effective continuity strategies for critical business processes and their supporting ICT systems
- Be able to guide their business and ICT personnel through the development and audit of a realistic and practical Business Continuity Plan

PRICE OF THIS SEMINAR:

The price of this seminar is **480 EUR (+ 21 % VAT)**, incl. participation to the seminar, handouts, dinner, coffee/tea, and a lot of background information on the development of disaster recovery and business continuity plans.

DISCOUNTS:

For **simultaneous registrations (one invoice)**, the 2nd participant of the same company receives **10 %**, the 3rd **20 %** and all further participants **30 % discount**. A 20 % discount is given to participants from schools and universities.

CANCELLATION:

Cancellation is possible up to 1 week before the seminar, if received in writing. In this case, 20 % of the total amount is charged for administration. Otherwise, the full registration fee is due, **regardless of the reason of cancellation**. Of course, **replacement** is possible at no extra charge.

WHO SHOULD ATTEND ?

This one-day seminar will be particularly useful for:

- IT and Telecom Managers,
- Business Continuity Managers,
- Risk Managers and Security Managers,
- Property and Facility Managers,
- Operations Managers,
- Communication Managers,
- Internal Auditors,
- Financial and other business managers

who are developing and implementing a business continuity plan for their organization.

REGISTRATION FORM

Fax to: (09) 241.56.56 or backup fax (09) 220.34.57 - Questions ? Call (09) 241.56.13 or e-mail seminars@itworks.be

Mr. / Mrs.

Name: _____ First Name: _____

Job Title: _____

Company: _____

Company Address: _____

Phone: _____ Fax: _____

VAT/BTW/TVA nr.: _____

E-Mail: _____

Agrees with the seminar conditions, and registers for:

Business Continuity Planning for ICT (1 June 2005)

Please send the invoice for 480 EUR (+21% VAT) to my

Company address

Personal address: _____

Extra info for invoice (like order nr.): _____

Date _____ Signature _____

Please complete and return this form by mail or fax to: I.T. Works, Innovation Center, Technologiepark 3, 9052 Gent, fax: (09) 241.56.56 or (09) 220.34.57. After receipt of the registration form, you will automatically receive a confirmation, invoice and a detailed access plan.