



SERVICE BRIEFING: DISASTER RECOVERY PLANNING WORKSHOP

Objectives

Disaster Recovery Planning (DRP) is now occupying a central place in the overall risk management and corporate governance strategy of leading organizations. However, many organizations have struggled with creating their DRP, and DRP projects have acquired an unenviable reputation as consuming large amounts of time and resource and producing an output of dubious practical value.

Workshop Objective

This workshop will provide participants with the essential knowledge and skills to develop a DRP, together with a proven methodology. Additionally, documentation will be provided in electronic format that will provide a structured methodology and template for the authoring of the DRP documentation. The scope of the workshop will cover both the business process and the technical architecture aspects of a DRP. Examples of critical steps in the process will be worked through interactively, providing a kick start to the development of the client's own DRP.

Target Audience

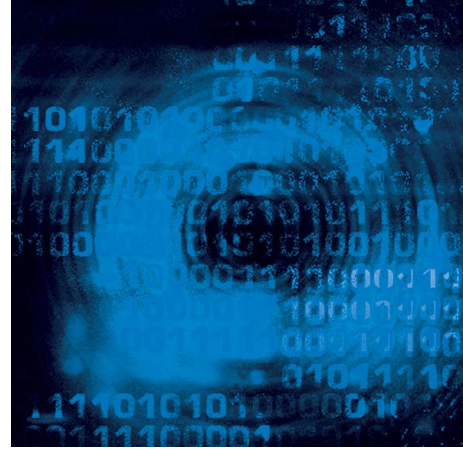
This workshop is designed for:

- i. Senior management and executives responsible for Risk Management in organisations
- ii. IT managers and staff who are likely to be involved in creating, implementing and managing the technical aspects of a DRP
- iii. Business process executives who are likely to be involved creating, implementing and managing the business process aspects of a DRP

Learning Outcomes

Successful completion of this course will enable participants to:

- i. Participate in and / or lead a team responsible for creating, implementing and managing a DRP
- ii. Select an appropriate structure for the DRP dependent upon the organisation's risk profile and business objectives
- iii. Conduct a Business Impact Analysis ("BIA")
- iv. Develop appropriate Maximum Acceptable Outage ("MAO") definitions
- v. Build action plans to re-establish services within the MAO
- vi. Build action plans to manage situations during the "outage phase"
- vii. Identify and analyse the technology options associated with implementing the DRP
- viii. Communicate technical requirements effectively to the IT specialists who will architect the DRP technical infrastructure, and engage in informed discussion of the options
- ix. Manage and maintain the DRP



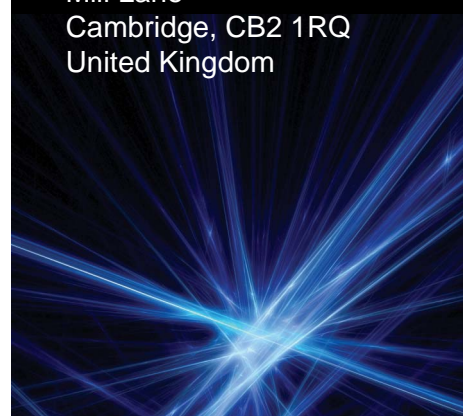
This workshop provides a major shortcut to organisations looking to develop their own DRP - without compromising on quality or rigour.

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SERVICE BRIEFING: DRP WORKSHOP cont...

Delivery

All workshops are generally conducted onsite for the convenience of our clients. Expert facilitators provide group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the development of sample documentation based on the client's own requirements.

All workshops can be customised to suit specific client requirements. However, our experience has been that the standard format and content of the workshop fits the requirements of most organisations.

Workshop Content Summary

Day One:

- Key Concepts in DRP
- Understanding the Business Continuity Management context
- Terminology used in DRP
- Overview of process of creating a DRP
- Overview of process of managing and maintaining a DRP

Initial Creation Of DRP:

- Assumptions underlying the DRP
- Scope of DRP (different scenarios to be planned for, systems to be included)
- Structure of DRP (group level and system level)
- Organisation and structuring of DRP teams
- Conducting a Business Impact Analysis
- Deriving Maximum Allowable Outages
- Calling a Disaster
- Creation of action plans

Management of DRP

- Keeping the DRP current
- Testing the DRP
- Storage strategies
- Training requirements

Day Two:

- Hands On Building of Some Key Components
- Selecting the most appropriate structure
- Developing the key assumptions
- Sample Business Impact Analysis
- Sample MAOs

Building and Maintaining the Recovery Centre

- Aligning the technical solution with the business requirement
- Determining the technical architecture
- Detailed technical requirements
- Managing the recovery centre



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