Information Technology

IT Disaster Recovery

Course Introduction

This 5-day BOOST training Program is designed to provide participants with an interactive exploration of both business continuity management and IT disaster recovery planning; from risk assessment through to post incident activities.

Target Audience

IT professionals, systems administrators, disaster recovery planners, and business continuity managers who are responsible for creating and implementing disaster recovery strategies to ensure business operations are maintained during disruptions.

Learning Objectives

- Conduct business impact analysis to identify business value and priorities.
- Produce, review and test an effective business continuity plan.
- Identify the latest disaster recovery technologies.
- Create a structured progress in all the stages of the business continuity management life cycle with realistic scenario-based group exercises.
- Gain an understanding on how to effectively coordinate risk responses to incidents.
- Develop the business case for IT recovery and make an action-oriented disaster recovery plan for the respective organization.

Course Outline

- **Day 01**

  Business Continuity Basics:

  - What is business continuity management (BCM)?
  - BCM seems to include many different terms, some of which appear to be very similar. How are they similar or different?
  - Is there a best practice approach to business continuity planning (BCP)?
  - What BCM elements are included in ITIL – specifically, IT service continuity management?
  - What is the relationship between business continuity and enterprise risk management (ERM)?

  Overview of the Regulations and Standards Landscape

  - How should regulations and standards shape the development of a BCM program?
  - What are ISO 22031 and ISO 22313?
  - What BCM standards exist in COBIT standard?
  - Are these the only BCM mandates an organization should consider?

- **Day 02**

  Executive Management Support and Sponsorship

  - Who is the right person in the organization to own the BCM process?
  - How can executive management be "sold" on business continuity?
  - What is the value to an organization in designing and deploying BCM programs?
  - What are the critical elements of a business continuity policy?

- ◦ How should an internal business continuity function/planning team be structured?

Risk Assessment and Business Impact Analysis (BIA)

- ◦ What are the most common approaches to executing a risk assessment?
- ◦ What are the most common approaches to executing a BIA?
- ◦ Should key vendors be included in BIA?
- ◦ What is a recovery time objective (RTO)?
- ◦ What is a recovery point objective (RPO)?
- ◦ Are questionnaires necessary when planning for business continuity?
- ◦ Are there ways around completing a formal BIA and risk assessment?

- **Day 03**

Business Continuity Strategy Design

- ◦ What are the key considerations when developing recovery strategies?
- ◦ How far apart should primary and alternate sites be?
- ◦ What are the key considerations for pursing an internal versus a third-party recovery solution?
- ◦ What is a "mobile recovery center"?
- ◦ What is an emergency operations center (EOC)?
- ◦ What are the differences among cold, warm and hot sites?
- ◦ What are key recovery considerations when negotiating a contract for a hosted solution or disaster recovery support (e.g., hot site contract)?
- ◦ How is advancement in technology changing disaster recovery planning considerations?

Plan Development and Strategy Implementation

- ◦ Is software necessary to develop a BCP?

- ◦ What is the difference between crisis management and crisis communications?
- ◦ What is a call tree?
- ◦ Is there a way to make the plan more efficient and effective?

Developing appropriate responses

- ◦ Matching the response to the risk.
- ◦ Taking preventive action.
- ◦ Ensuring appropriate contingencies are in place.

• **Day 04**

Responding to Incidents

- ◦ Creating the incident response plan.
- ◦ Capturing the planning output.
- ◦ Creating incident response team charters.
- ◦ Defining roles and responsibilities.
- ◦ Responding to incident scenarios.
- ◦ Information directories and equipment inventories.

Directing the incident response team

- ◦ Setting up the command center.
- ◦ Planning and conducting communications.
- ◦ Connecting with emergency services.
- ◦ Team actions following an incident.

Designing Contingency Arrangements

- ◦ Establishing a standby site.
- ◦ Site choices: configuration and acquisition.
- ◦ Choosing suppliers: in-house vs. third-party.
- ◦ Specifying equipment.

Selecting backup and restore strategies

- ◦ Matching strategy to operational constraints.
- ◦ Meeting the organization's storage requirements for vital records.

- **Day 05**

Restoring communications and recovering users

- ◦ Determining vital users with the BIA.
- ◦ Rerouting voice, mail, goods delivery.
- ◦ Eliminating single points of failure.
- ◦ Connecting end users.
- ◦ Meeting varied user-recovery needs.

Training and Awareness

- ◦ Are training and awareness the same?
- ◦ What are some successful business continuity training approaches?
- ◦ What are the available certification options?
- ◦ What are the available BCM education options?

Testing Maintenance

- What are the prevailing practices regarding the storage of BCP documentation?
- How often should business continuity-related documentation be updated and how should the organization keep the plans current?
- Testing plans with a step-by-step process.
- Developing test scenarios and using test results effectively.
- Considering the impact of testing on the organization.
- How often should the BCP be tested?
- What are the available testing options?
- Should the organization expand testing beyond IT?

Compliance Monitoring and Auditing

- How do organizations mature their business continuity programs?
- How often should the business continuity program be audited?
- What is the optimal role for internal audit in the BCM process?
- How does an organization review key vendor planning for business continuity compliance with industry best practices?

Maintaining and improving the BCMS

- Applying change control: why and how.
- Ensuring normal developments are accounted for.
- Leveraging test results to improve organizational practices.
- Managing organizational change.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 11, 2025	5 days	4250.00 $	UAE - Dubai
Sept. 8, 2025	Sept. 12, 2025	5 days	4250.00 $	UAE - Dubai
Dec. 29, 2025	Jan. 2, 2026	5 days	4250.00 $	UAE - Dubai