

Business Continuity Management Guidelines

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Monetary Authority of Singapore

Business Continuity Management Guidelines

Sergei Petrenko



Business Continuity Management Guidelines:

The Definitive Handbook of Business Continuity Management Andrew Hiles, 2008-07-31 How long would your business survive an interruption What if operations were destroyed by fire or flood negative media drives away customers or the company database is stolen or infected by a virus How well are you prepared to deal with disaster This comprehensive guide tells you why you need a plan and then will help you put one together including fully updated detailed glossary and additional examples from the USA Australia and Europe Clearly split into useful sections the book is easy to navigate The Definitive Handbook of Business Continuity Management has been revised and updated to reflect new regulations and standards by one of the top international authorities in the field this is an important book for anyone within the business continuity industry Seven new chapters include coverage of US Homeland Security measures relating to IT UK Civil Contingencies Act relating to business continuity NFP 16000 US National Fire Prevention Association 1600 Business Continuity standard British Standards Institution Business Continuity Institute Publicly Available Standard 56 and other current and upcoming standards Other emerging standards Singapore standard for Disaster Recovery service providers Australia Pandemic planning With contributions from leading practitioners in the industry The Definitive Handbook of Business Continuity Management has established itself as an invaluable resource for anyone involved in or looking to gain a detailed appreciation of the rapidly emerging area of business continuity and disaster recovery within the corporate environment **The Business Continuity Management Desk Reference** Jamie Watters, 2010 Tools and techniques to make Business Continuity Crisis Management and IT Service Continuity easy If you need to prepare plans test and maintain them or if you need to set up DR or Work Area Recovery then this book is written for you The Business Continuity Desk Reference is written in simple language but is useful to both experienced professionals and newbies Inside you ll discover The key concepts explained in simple terms How to quickly assess your Business Continuity so that you can focus your time where it matters How to complete a Business Impact Assessment How to write plans quickly that are easy to use in a disaster How to test everything so that you know it will work How to assess any third party dependencies How to make sure that suppliers are robust How to meet customer audit and regulatory expectations Get your hands on tools and templates that will make your life easy and make you look great Understand what other people do and how to delegate your work to them to make your life easier Business Continuity Management System Wei Ning Zechariah Zechariah Wong, Jianping Shi, 2014-11-03 A business continuity management system BCMS is a management framework that prepares the organization by developing business continuity strategies to meet its business and statutory obligations during an incident It is about optimizing service availability and preserving business performance to secure future growth in the market Business Continuity Management System offers a complete guide to establishing a fit for purpose business continuity capability in your organization Structured in line with the principles of ISO22301 the International Standard for business continuity management and with current best practice this

user friendly book covers the whole life cycle of developing establishing operating and evaluating a BCMS initiative It is aimed at new and seasoned business continuity practitioners involved in business continuity activities in their organizations whatever the size and sector It includes proven techniques and easy to use methodologies that specifically support the implementation of those requirements specified in ISO 22301 Pragmatic approaches supported by in depth explanations guide you to assess and improve your organization s BCMS performance This is the first book to offer an end to end solution that addresses all aspects of implementing an effective BCMS Business Continuity Management System is intended to act as a catalyst to accelerate progress on the journey from business continuity management and risk management to the creation and implementation of a business continuity management system both by enhancing the BCM and risk competence of individual readers and by contributing to shared knowledge in implementing ISO 22301 in organizations

A Manager's Guide to ISO 22301 Standard for Business Continuity Management System (LITE) Dr Goh Moh Heng,2013 This book is written for those who are new to Business Continuity Management BCM and also as a reference for practitioners who are assigned to initiate the BC planning BCP project in their organization using the ISO 22301 Standard for Business Continuity Management System BCMS It applies the author s experiences in getting several clients organizations to successfully achieve the ISO22301 BCMS certification This books is also for seasoned BCM professional to guide you through the BCM implementation process

Business Continuity Management Andrew Hiles,2014-09-30 At this critical point in your Business Continuity Management studies and research you need one definitive comprehensive professional textbook that will take you to the next step In his 4th edition of Business Continuity Management Global Best Practices Andrew Hiles gives you a wealth of real world analysis and advice based on international standards and grounded in best practices a textbook for today a reference for your entire career With so much to learn in this changing profession you don t want to risk missing out on something you ll need later Does one of these describe you Preparing for a Business Continuity Management career needing step by step guidelines Working in BCM looking to deepen knowledge and stay current and create update or test a Business Continuity Plan Managing in BCM finance facilities emergency preparedness or other field seeking to know as much as much as possible to make the decisions to keep the company going in the face of a business interruption Hiles has designed the book for readers on three distinct levels Initiate Foundation and Practitioner Each chapter ends with an Action Plan pinpointing the primary message of the chapter and a Business Continuity Road Map outlining the actions for the reader at that level NEW in the 4th Edition Supply chain risk extensive chapter with valuable advice on contracting Standards timely information and analysis of global country specific standards with detailed appendices on ISO 22301 22313 and NFPA 1600 New technologies and their impact mobile computing cloud computing bring your own device Internet of things and more Case studies vivid examples of crises and disruptions and responses to them Horizon scanning of new risks and a hint of the future of BCM Professional certification and training explores issues so important to your career Proven techniques to win

consensus on BC strategy and planning BCP testing advice and suggestions on conducting a successful exercise or test of your plan To assist with learning chapter learning objectives case studies real life examples self examination and discussion questions forms checklists charts and graphs glossary and index Downloadable resources and tools hundreds of pages including project plans risk analysis forms BIA spreadsheets BC plan formats and more Instructional Materials valuable classroom tools including Instructor s Manual Test Bank and slides available for use by approved adopters in college courses and professional development training

Developing an Enterprise Continuity Program Sergei Petrenko, 2022-09-01 The book discusses the activities involved in developing an Enterprise Continuity Program ECP that will cover both Business Continuity Management BCM as well as Disaster Recovery Management DRM The creation of quantitative metrics for BCM are discussed as well as several models and methods that correspond to the goals and objectives of the International Standards Organisation ISO Technical Committee ISO TC 292 Security and resilience Significantly the book contains the results of not only qualitative but also quantitative measures of Cyber Resilience which for the first time regulates organizations activities on protecting their critical information infrastructure The book discusses the recommendations of the ISO 22301 2019 standard Security and resilience Business continuity management systems Requirements for improving the BCM of organizations based on the well known Plan Do Check Act PDCA model It also discusses the recommendations of the following ISO management systems standards that are widely used to support BCM The ISO 9001 standard Quality Management Systems ISO 14001 Environmental Management Systems ISO 31000 Risk Management ISO IEC 20000 1 Information Technology Service Management ISO IEC 27001 Information Management security systems ISO 28000 Specification for security management systems for the supply chain ASIS ORM 1 2017 NIST SP800 34 NFPA 1600 2019 COBIT 2019 RESILIA ITIL V4 and MOF 4 0 etc The book expands on the best practices of the British Business Continuity Institute s Good Practice Guidelines 2018 Edition along with guidance from the Disaster Recovery Institute s Professional Practices for Business Continuity Management 2017 Edition Possible methods of conducting ECP projects in the field of BCM are considered in detail Based on the practical experience of the author there are examples of Risk Assessment RA and Business Impact Analysis BIA examples of Business Continuity Plans BCP Disaster Recovery Plans DRP and relevant BCP DRP testing plans This book will be useful to Chief Information Security Officers internal and external Certified Information Systems Auditors senior managers within companies who are responsible for ensuring business continuity and cyber stability as well as teachers and students of MBA s CIO and CSO programs

The Manager's Guide to Simple, Strategic, Service-Oriented Business Continuity Rachelle Loyear, MBCP, AFBCI, CISM, PMP, 2017-05-10 You have the knowledge and skill to create a workable Business Continuity Management BCM program but too often your projects are stalled while you attempt to get the right information from the right person Rachelle Loyear experienced these struggles for years before she successfully revamped and reinvented her company s BCM program In The Manager s Guide to Simple Strategic Service

Oriented Business Continuity she takes you through the practical steps to get your program back on track Rachelle Loyear understands your situation well Her challenge was to manage BCM in a large enterprise that required hundreds of BC plans to be created and updated The frustrating reality she faced was that subject matter experts in various departments held the critical information she needed but few were willing to write their parts of the plan She tried and failed using all the usual methods to educate and motivate and even threaten departments to meet her deadlines Finally she decided there had to be a better way The result was an incredibly successful BCM program that was adopted by BCM managers in other companies She calls it The Three S s of BCM Success which can be summarized as Simple Strategic Service Oriented Loyear s approach is easy and intuitive considering the BCM discipline from the point of view of the people in your organization who are tasked to work with you on building the plans and program She found that most people prefer Simple solutions when they are faced with something new and different Strategic use of their time making their efforts pay off Service to be provided lightening their part of the load while still meeting all the basic requirements These tactics explain why the 3S program works It helps you it helps your program and it helps your program partners Loyear says If you follow the Three S philosophy the number of plans you need to document will be fewer and the plans will be simpler and easier to produce I ve seen this method succeed repeatedly when the traditional method of handing a business leader a form to fill out or a piece of software to use has failed to produce quality plans in a timely manner In The Manager s Guide to Simple Strategic Sevice Oriented Business Continuity Loyear shows you how to Completely change your approach to the problems of BCM buy in Find new ways to engage and support your BCM program partners and subject matter experts Develop easier to use policies procedures and plans Improve your overall relationships with everyone involved in your BCM program Craft a program that works around the roadblocks rather than running headlong into them

A Risk Management Approach to Business Continuity Julia Graham,David Kaye,2015-02-20 Julia Graham and David Kaye two globally recognized risk management experts with experience in 50 countries were among the first to recognize the interrelationship of Risk Management and Business Continuity and demonstrate how to integrate them with Corporate Governance enterprise wide They focus on all the factors that must be considered when developing a comprehensive Business Continuity Plan especially for multi location or multinational companies Endorsed by The Business Continuity Institute Institute for Risk Management and Disaster Recovery Institute International the book includes Chapter objectives summaries and bibliographies charts sample forms checklists throughout Plentiful case studies in boxed text sourced globally in the UK US Europe Australia Asia etc Boxed inserts summarizing key concepts Glossy of 150 risk management and business continuity terms Wide range of challenges including supply chain disruptions media and brand attack product contamination and product recall bomb threats chemical and biological threats etc Instructions for designing executing team exercises with role playing to rehearse scenarios Guidance on how to develop a business continuity plan including a Business Impact Analysis Downloadable Instructor Materials are available for college

and professional development use including PowerPoint slides and syllabus for 12 week course with lecture outlines notes quizzes reading assignments discussion topics projects Provides clear guidance supported with a wide range of memorable and highly relevant case studies for any risk or business continuity manager to successfully meet the challenges of today and the future Steven Mellish Chairman The Business Continuity Institute **Validating Your Business Continuity Plan** Robert Clark, 2015-11-17 Business continuity planning is a process of continual improvement not a matter of writing a plan and then putting your feet up Attempting to validate every aspect of your plan however particularly in a live rehearsal situation could create a disaster of your own making Validating Your Business Continuity Plan examines the three essential components of validating a business continuity plan exercising maintenance and review and outlines a controlled and systematic approach to BCP validation while considering each component covering methods and techniques such as table top reviews workshops and live rehearsals The book also takes account of industry standards and guidelines to help steer the reader through the validation process including the international standard ISO 22301 and the Business Continuity Institute's Good Practice Guidelines In addition it provides a number of case studies based on the author's considerable experience some of them successful others less so to highlight common pitfalls and problems associated with the validation process

A Supply Chain Management Guide to Business Continuity Chapter 10: Business Continuity Standards, Regulations, and Requirements, *Business Continuity from Preparedness to Recovery* Eugene Tucker, 2014-12-22 Business Continuity from Preparedness to Recovery A Standards Based Approach details the process for building organizational resiliency and managing Emergency and Business Continuity programs With over 30 years of experience developing plans that have been tested by fire floods and earthquakes Tucker shows readers how to avoid common traps and ensure a successful program utilizing detailed Business Impact Analysis BIA questions continuity strategies and planning considerations for specific business functions One of the few publications to describe the entire process of business continuity planning from emergency plan to recovery Business Continuity from Preparedness to Recovery addresses the impact of the new ASIS NFPA and ISO standards Introducing the important elements of business functions and showing how their operations are maintained throughout a crisis situation it thoroughly describes the process of developing a mitigation prevention response and continuity Management System according to the standards Business Continuity from Preparedness to Recovery fully integrates Information Technology with other aspects of recovery and explores risk identification and assessment project management system analysis and the functional reliance of most businesses and organizations in a business continuity and emergency management context Offers a holistic approach focusing on the development and management of Emergency and Business Continuity Management Systems according to the new standards Helps ensure success by describing pitfalls to avoid and preventive measures to take Addresses program development under the standards recently developed by ISO ASIS and NFPA Provides both foundational principles and specific practices derived from the

author's long experience in this field Explains the requirements of the Business Continuity Standards **The Manager's Guide to Bullies in the Workplace** Vali Hawkins Mitchell, 2016-07-15 As a manager you can usually handle disruptive employees But sometimes their emotional states foster workplace tension even making them a danger to others Your own confidence is at risk In *The Manager's Guide to Bullies in the Workplace* Coping with Emotional Terrorists noted counselor Dr Vali Hawkins Mitchell gives you sensible advice for keeping the bully from dominating the workgroup and destroying productivity and maintaining your own healthy emotional balance at the same time Sometimes the difficult person is an overt physical bully which makes it easy to simply fire the person Much of the time however the problems are more subtle and build up over periods of time They undermine your ability to manage your team and they can spread to the rest of the team destroying teamwork and productivity In this short book Dr Vali helps you to Recognize the types of upsetting work situations that bullies exploit to their own advantage such as change grief and violence Understand why emotional terrorists make it so difficult for you as a manager to deal with their behavior See the symptomatic tools and techniques of the emotional terrorist such as harassment lying to supervisors tampering with documents etc Conduct training to help other managers and team members recognize and handle the signs of impending emotional conflict you will love the Snakes in the Schoolyard exercise Know exactly what to say and not say when you must have a one on one interview with someone you consider to be a bully Be an effective manager in a world of challenges protecting and preserving the mental health of your employees and yourself Dr Vali uses realistic examples and humor to help you handle the challenges you face and to show the degree to which she really understands your situation With her guidance you will be more comfortable with knowing when you can handle the situation through simply being the good manager when you need to call in an outside mental health professional and when you need to call 911

A Manager's Guide to ISO22301 Tony Drewitt, 2013-04-09 *A Manager's Guide to ISO22301* starts with an overview of business continuity how it relates to IT Disaster Recovery ITDR and how ISO22301 differs from its predecessor BS25999 describes the BCM policy and related policy statement and gives an overview of the BCM process providing a summary of the sections and main components of ISO22301 discusses business impact analysis BIA and risk assessment in the context of business continuity outlines key areas of BCM including strategy procedures testing evaluation and improvement examines BCM culture document management reporting and certification and briefly considers BCM standards and codes of practice

The Routledge Companion to Risk, Crisis and Security in Business Kurt J. Engemann, 2018-06-14 Aware that a single crisis event can devastate their business managers must be prepared for the worst from an expansive array of threats *The Routledge Companion to Risk Crisis and Security in Business* comprises a professional and scholarly collection of work in this critical field Risks come in many varieties and there is a growing concern for organizations to respond to the challenge Businesses can be severely impacted by natural and man made disasters including floods earthquakes tsunami environmental threats terrorism supply chain risks pandemics and white collar crime An organization's

resilience is dependent not only on their own system security and infrastructure but also on the wider infrastructure providing health and safety utilities transportation and communication Developments in risk security and management knowledge offer a path towards resilience and recovery through effective leadership in crisis situations The growing body of knowledge in research and methodologies is a basis for decisions to safeguard people and assets and to ensure the survivability of an organization from a crisis Not only can businesses become more secure through risk management but an effective program can also facilitate innovation and afford new opportunities With chapters written by an international selection of leading experts this book fills a crucial gap in our current knowledge of risk crisis and security in business by exploring a broad spectrum of topics in the field Edited by a globally recognized expert on risk this book is a vital reference for researchers professionals and students with an interest in current scholarship in this expanding discipline *ISO22301* Tony Drewitt,2013-03-04 The essentials of business continuity management in a nutshell *Managing Your Business Continuity Planning Project* Dr Goh Moh Heng,2004-01-01 This book is written for those who are new to Business Continuity planning and also as a reference for practitioner who are assigned to initiate the BC Planning BCP project in their organization It aims to help you kick off the BCP project in your organization starting with the need to educate your Executive Management about the purpose process and importance of BC Management BCM It also covers other essential steps including research developing a BC framework developing an action plan establishing a project team budgeting and scheduling deadlines to ensure that the BC project meets expectations **A Manager's Guide to ISO22301 Standard for Business Continuity Management System** Dr Goh Moh Heng,2014-04-15 This book is written for those who are new to Business Continuity Management BCM and also as a reference for practitioners who are assigned to initiate the BC Planning BCP project in their organization using the ISO22301 Standard for Business Continuity Management System BCMS It applies the author s experiences in getting several clients organizations to successfully achieve their ISO22301 BCMS certification This book is also for seasoned BCM professional to guide you through the BCM implementation process Security and resilience - Business continuity management systems - Guidelines for developing business continuity plans and procedures , **Business Continuity** Andrew Hiles,2004 This book is intended to be a step by step guide to implementation of business continuity management within an enterprise It may be used as a step by step guide by those new to Business Continuity Management or dipped into by the more seasoned professional for ideas and updates on specific topics In many cases the corporate BC Manager acts as an internal consultant and we have treated him or her as such in this book the book is therefore equally appropriate for practicing consultants This book is the second edition of the first book to be based on the ten Core Units of Competence for Business Continuity established jointly by BCI and DRII and to create a practical step by step framework to guide an enterprise through the implementation of a business continuity program based on these ten units This book has been endorsed by both The Business Continuity Institute International BCI and The Disaster Recovery Institute

International DRII Both organizations have included forewords to this book Cyber Resilience Sergei Petrenko,2022-09-01

Modern cyber systems acquire more emergent system properties as far as their complexity increases cyber resilience controllability self organization proactive cyber security and adaptability Each of the listed properties is the subject of the cybernetics research and each subsequent feature makes sense only if there is a previous one Cyber resilience is the most important feature of any cyber system especially during the transition to the sixth technological stage and related Industry 4 0 technologies Artificial Intelligence AI Cloud and foggy computing 5G IoT IIoT Big Data and ETL Q computing Blockchain VR AR etc We should even consider the cyber resilience as a primary one because the mentioned systems cannot exist without it Indeed without the sustainable formation made of the interconnected components of the critical information infrastructure it does not make sense to discuss the existence of 4 0 Industry cyber systems In case when the cyber security of these systems is mainly focused on the assessment of the incidents probability and prevention of possible security threats the cyber resilience is mainly aimed at preserving the targeted behavior and cyber systems performance under the conditions of known about 45 % as well as unknown the remaining 55 % cyber attacks This monograph shows that modern Industry 4 0 Cyber systems do not have the required cyber resilience for targeted performance under heterogeneous mass intruder cyber attacks The main reasons include a high cyber system structural and functional complexity a potential danger of existing vulnerabilities and sleep hardware and software tabs as well as an inadequate efficiency of modern models methods and tools to ensure cyber security reliability response and recovery

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