

Annotated Course Outline

Business Continuity Planning

Business Continuity Planning (2.5. to 3 hours max)	Scope description	Learning objectives	Learning outcomes	Key Message(s)	Resource Requirements (for content delivery)
Module 1 The basics of Business Continuity Planning	<p><i>The module will provide key concepts, goal, objectives, and components of a business continuity plan.</i></p> <p><i>It will include case examples of WE who were able to develop or use their business plans.</i></p>	<p><i>Be familiar with the key concepts, goal, objectives, and components of a business continuity plan.</i></p> <p><i>Case examples of WE who were able to develop or use their business plans.</i></p>	<p><i>Participants acquire an understanding about the importance of BCP and its key concepts.</i></p> <p><i>Awareness on how other WE are able to develop their BCP.</i></p>	<p><i>The importance of having a BCP.</i></p> <p><i>The risk categories that may apply to WE's business environment.</i></p> <p><i>How other WE were able to prepare BCPs.</i></p>	<p><i>Presentation slides</i></p> <p><i>Flip charts, colored markers, flip board or white board.</i></p> <p><i>Course content and templates</i></p>
Lesson 1: BCP key concepts	<p><i>The lesson will cover the key concepts, goal, objectives, and importance of the Business Continuity Plan.</i></p>	<p><i>Be familiar with the key concepts, goal, and objectives, of a Business Continuity Plan.</i></p> <p><i>Identify critical business functions</i></p>	<p><i>Participants have an understanding about rationale in preparing a BCP.</i></p> <p><i>Participants can identify critical functions that need</i></p>	<p><i>Learn the key concepts, goal, objectives of BCP.</i></p> <p><i>Identify critical business functions that need to be protected or</i></p>	

	<i>The scenarios and application of BCP will also be introduced in this lesson to identify critical functions in business that</i>	<i>that need to be protected or immediately resumed.</i>	<i>to be protected or immediately resumed</i>	<i>immediately resumed.</i>	
Lesson 2: BCP Planning Process	<i>The lesson will introduce the general planning steps that will help plan and develop a BCP.</i>	<i>Learn the building blocks of BCP.</i>	<i>Become familiar with the general process in preparing a BCP.</i>	<i>Know the general process in preparing a BCP.</i>	
Lesson 3: Business continuity in practice case examples	<i>The lesson will show case examples or stories to illustrate how some business organizations dealt with risk and crises situations.</i>	<i>Learn how other women entrepreneurs dealt with crises situations in their businesses.</i>	<i>Reflect on the readiness of one's organization in the prevention and in dealing with crises situations.</i>	<i>Examples of WE who prepared and developed their BCP.</i> <i>Examples how women had the opportunity to innovate some of their business operations during and after crises situations.</i>	

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Module 2: Risk Factors and Mitigation Strategies	<i>The module will focus on the threats & impacts of risk factors in the internal and external resources of the business. It will deep dive into the 6 steps of developing a BCP and weave through the basic strategies on how to deal with crises situations and business recovery.</i>	<i>Understand the risks, threats, and impact of crises situations in the internal and external resources of the business.</i> <i>Be aware of analytical tools that can be employed in preparing a BCP.</i>	<i>The participants appreciate the process in analyzing the internal and external risk factors and impact in their business.</i> <i>They will also gain knowledge on continuity strategies that can be applied in crises situations.</i>	<i>Risk assessment and impact assessment process can help WE assess crises situations and how they can recover from these.</i> <i>Management strategies that can be identified or applied to WE's businesses.</i>	<i>Presentation slides</i> <i>BCP templates on risk and impact assessments.</i> <i>BCP templates</i>
Lesson 1: Risk Factors & Impact Assessments	<i>The participants will be introduced to useful templates that can help analyze the risk factors and assess the impact on the internal and external resources of their business.</i>	<i>Understand the risks, threats, and impact of crises situations in the internal and external resources of the business</i>	<i>The participants appreciate the process in analyzing the internal and external risk factors and impact in their business.</i> <i>They will also gain knowledge on continuity strategies</i>	<i>Risk assessment and impact assessment process can help WE assess crises situations and how they can recover from these.</i> <i>Management strategies that can be identified or</i>	<i>Presentation slides and</i> <i>BCP templates</i>

Lesson 2: Mitigating Risk Factors	<i>In addressing the impact of crises situations in business, the participants will be presented with mitigation and continuity strategies that will help in business recovery and resumption.</i>		<i>that can be applied in crises situations.</i>	<i>applied to WE's businesses.</i>	
Lesson 3: Practical steps in creating a BC Plan	<i>The lesson will illustrate an actual BC Plan and navigate participants into the application of creating their own business continuity plan.</i>	<i>Be acquainted with the details and practical steps in preparing and developing a BCP.</i>	<i>Participants will be more familiar with the contents of the BCP templates</i>	<i>Details of the relevant steps most relevant to your business.</i>	<i>BCP Template</i>

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Module 3: How ICTs can help in developing continuity strategies and Planning	<i>The module will present examples of how ICTs help in integrating into continuity strategies and proceed to action planning of the participants and discussions.</i>	<i>Identify ICTs that can be helpful in the planning and integration process of BCP.</i> <i>Outline continuity strategies and action points in developing the BCP</i>	<i>Recognize the use of ICTs in the BCP planning process.</i>	<i>ICTs can be useful in the preparation of the BCP.</i> <i>Need to reflect on and outline key action points to prepare for their business continuity plan.</i>	Presentation slides Questions or template to facilitate action planning & discussion
Lesson 1: ICTs in Continuity strategies	<i>The participants will be shown examples on how ICTs are integrated in the business continuity planning.</i>				
Lesson 2: Action Planning and Discussion	<i>The lesson will involve a guided action planning and discussion.</i>		<i>Action items that participants will use to prepare their BCP.</i>	<i>Key points in developing an action plan.</i>	