

**MSS SUCCESS SPACES**

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## BUSINESS CONTINUITY PLAN TRAINING IN THE PHILIPPINES

**Developing Practical, Actionable, and Tested Plans That Help Organizations  
Continue Critical Operations and Recover from Disruptions**

**A Practical and Customizable Corporate Training Program by Making Strong Success  
Corporation**

### TRAINING OVERVIEW

A disruption does not become easier to manage simply because an organization has a document labeled “Business Continuity Plan.”

Many continuity plans fail when they are needed because they are:

- Too general to guide actual decisions
- Based on assumptions rather than verified operational requirements
- Focused only on emergency response
- Written without consulting process owners
- Disconnected from Business Impact Analysis
- Unclear about which operations must recover first
- Missing activation and escalation criteria
- Dependent on unavailable people, facilities, systems, or suppliers
- Filled with outdated contact information
- Unavailable when offices or computer systems cannot be accessed
- Not understood by the employees expected to implement them
- Never exercised, validated, corrected, or updated

A useful Business Continuity Plan must answer practical questions such as:

- What products, services, processes, and operations must continue?
- Which activities should be recovered first?
- How long can each critical activity remain unavailable?
- What is the minimum acceptable operating capacity?
- Which people, systems, facilities, information, equipment, suppliers, and utilities are required?
- What should happen when a facility, system, supplier, or critical employee becomes unavailable?
- Who has authority to activate the plan?
- Who will lead the continuity response?
- How will employees, customers, suppliers, regulators, and other stakeholders be informed?
- What temporary workarounds will be used?
- How will essential operations be restored?
- When and how will the organization return to normal operations?
- How will the plan be tested and improved?

This **Business Continuity Plan Training in the Philippines** equips participants with the knowledge, will essential operations be restored?

- When and how will the organization return to normal operations?
- How will the plan be tested and improved tools, templates, and planning discipline needed to create, review, activate, maintain, and improve a practical Business Continuity Plan.

Unlike a general Business Continuity Management awareness program, this course concentrates on the actual **Business Continuity Planning process** and the development of actionable plan components.

Participants learn how to:

- Define the purpose, scope, assumptions, and ownership of a Business Continuity Plan
- Identify critical products, services, processes, and operations
- Analyze disruption risks and dependencies
- determine business impacts and recovery priorities
- Establish recovery requirements
- Select feasible continuity and recovery strategies
- Develop plan activation and escalation procedures
- Assign continuity roles and decision authority
- Prepare notification and communication arrangements
- Document operational workarounds
- Establish recovery and return-to-normal procedures
- Design exercises that test the plan
- Maintain, review, and continuously improve continuity arrangements

The program introduces the proprietary MSS **P.R.E.P.A.R.E. Business Continuity Planning Framework**:

- **P — Pinpoint Critical Operations, Scope, and Planning Objectives**
- **R — Review Risks, Impacts, Vulnerabilities, and Dependencies**
- **E — Establish Recovery Priorities and Requirements**
- **P — Pick Practical Continuity Strategies and Resources**
- **A — Assign Roles, Authority, Activation, and Communication**
- **R — Record Actionable Procedures and Recovery Arrangements**
- **E — Exercise, Evaluate, Enhance, and Embed the Plan**

Following the MSS **EnterTRAINment®** methodology, participants will not merely listen to discussions about continuity planning. They will analyze disruption scenarios, map dependencies, establish recovery priorities, evaluate strategy options, develop selected Business Continuity Plan sections, respond to a tabletop simulation, and prepare a continuity-plan improvement roadmap.

This program is designed for organizations searching for:

- **Business Continuity Plan Training in the Philippines**
- **Business Continuity Planning Training in the Philippines**
- **Training on Business Continuity Plan in the Philippines**
- **Training on Business Continuity Planning in the Philippines**
- **Planning for Business Continuity Training in the Philippines**
- **Training on Planning for Business Continuity in the Philippines**
- **Business Continuity Training in the Philippines**
- **Training on Business Continuity in the Philippines**
- BCP Training in the Philippines
- Business Continuity Plan Development Workshop
- Corporate Business Continuity Planning Training
- Business Continuity and Recovery Planning Training
- Business Continuity Plan Writing Workshop
- Business Continuity Preparedness Training
- Business Continuity Plan Tabletop Exercise

- Organizational Resilience Planning Training

## TRAINING GOAL

To develop participants' ability to prepare practical, coordinated, actionable, accessible, and testable Business Continuity Plans that help their organization protect people, sustain critical operations, communicate effectively, recover priority services, and return to normal operations following a disruptive incident.

## TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the purpose and value of a Business Continuity Plan.
2. Distinguish a Business Continuity Plan from emergency-response, crisis-management, and disaster-recovery plans.
3. Explain the relationship between Business Continuity Management and Business Continuity Planning.
4. Identify the limitations of generic, incomplete, and untested continuity plans.
5. Define the scope, objectives, ownership, assumptions, and intended users of a Business Continuity Plan.
6. Identify critical products, services, operations, processes, and activities.
7. Differentiate critical, important, and deferrable activities.
8. Identify the customers, stakeholders, and obligations affected by operational disruption.
9. Identify possible disruption scenarios affecting people, facilities, technology, information, suppliers, equipment, utilities, and transportation.
10. Identify vulnerabilities and single points of failure.
11. Map internal and external dependencies.
12. Explain the role of Business Impact Analysis in continuity planning.
13. Assess operational, financial, customer, legal, regulatory, safety, workforce, and reputational impacts.
14. Analyze how disruption impacts change over time.
15. Establish recovery priorities.
16. Understand recovery-related concepts such as maximum tolerable disruption, recovery time, data recovery, and minimum acceptable operating capacity.
17. Identify minimum people, facility, technology, equipment, information, supply, and communication requirements.
18. Develop alternative continuity strategies.
19. Evaluate continuity strategies based on time, cost, capacity, feasibility, risk, and sustainability.
20. Develop temporary manual workarounds.
21. Establish alternate workplace, staffing, technology, supplier, and communication arrangements.
22. Define plan activation, escalation, notification, and deactivation criteria.
23. Assign continuity roles, alternates, responsibilities, and decision authority.
24. Develop immediate-response and situation-assessment procedures.
25. Document continuity, recovery, and restoration procedures.
26. Establish internal and external communication arrangements.
27. Prepare contact lists, call trees, and communication-channel alternatives.
28. Coordinate departmental plans with organization-wide continuity arrangements.
29. Establish procedures for returning to normal operations.
30. Design a Business Continuity Plan structure that is practical and accessible.
31. Apply document-control, confidentiality, accessibility, and version-management practices.
32. Explain the purpose of walkthroughs, drills, tabletop exercises, and functional simulations.
33. Participate in a simulated continuity-plan activation.
34. Evaluate continuity-plan effectiveness.
35. Develop corrective and preventive actions.

36. Establish a plan-review and maintenance schedule.
37. Apply the MSS P.R.E.P.A.R.E. Business Continuity Planning Framework.
38. Develop a Business Continuity Plan Development and Improvement Roadmap.

## FROM POINT A TO POINT B

| Point A: Common Planning Weaknesses                        | Point B: Desired Business Continuity Planning Capability                                            |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| The organization has no formal continuity plan             | The organization has documented and coordinated continuity arrangements                             |
| The plan is copied from a generic template                 | The plan reflects actual operations, risks, dependencies, and recovery needs                        |
| Every process is declared equally critical                 | Operations are prioritized based on impact and urgency                                              |
| The plan focuses only on natural disasters                 | The plan considers facility, workforce, technology, supplier, utility, cyber, and other disruptions |
| Planning is assigned only to IT, safety, or risk personnel | Process owners and support functions jointly develop continuity arrangements                        |
| Recovery objectives are based on guesses                   | Recovery requirements are supported by operational analysis                                         |
| The plan assumes all employees will be available           | Critical roles, alternates, cross-training, and staffing limitations are addressed                  |
| The plan assumes the primary workplace will remain usable  | Alternate sites, remote work, relocation, and temporary arrangements are considered                 |
| Backup data is treated as the complete continuity solution | Technology recovery is aligned with operational recovery requirements                               |
| Supplier availability is assumed                           | Critical suppliers and alternative sources are identified                                           |
| Plan activation is based on personal judgment alone        | Activation and escalation criteria are clearly defined                                              |
| Roles overlap or remain unclear                            | Responsibilities, alternates, authority, and reporting lines are documented                         |
| Communication arrangements rely on one channel             | Primary and alternate communication methods are established                                         |
| Procedures describe general intentions                     | Procedures specify actions, owners, sequence, resources, and expected results                       |
| Employees cannot easily access the plan                    | Controlled online, offline, and emergency copies are maintained                                     |
| Plans remain unchanged for years                           | Plans are reviewed after changes, incidents, exercises, and scheduled cycles                        |
| Testing consists only of checking contact numbers          | Exercises validate decisions, procedures, resources, dependencies, and recovery capabilities        |
| Findings are recorded but not resolved                     | Corrective actions have owners, deadlines, verification, and closure                                |
| Return to normal operations is improvised                  | Restoration, reconciliation, backlog management, and deactivation are planned                       |



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## ORGANIZATIONAL BENEFITS

This **Business Continuity Planning Training in the Philippines** can help organizations:

- Develop practical and usable Business Continuity Plans
- Improve identification of critical operations
- Establish clear recovery priorities
- Reduce confusion during disruptive incidents
- Strengthen coordination among departments
- Clarify leadership and employee responsibilities
- Improve continuity-plan activation
- Improve escalation and notification procedures
- Strengthen workforce-continuity arrangements
- Align technology recovery with operational requirements
- Identify single points of failure
- Improve supplier and third-party continuity
- Establish feasible temporary workarounds
- Improve communication with employees and stakeholders
- Strengthen resource planning
- Improve operational recovery sequencing
- Reduce avoidable downtime
- Protect customer service and stakeholder commitments
- Improve recovery from system, facility, workforce, and supplier disruptions
- Strengthen tabletop exercises and plan validation
- Improve corrective-action management
- Support governance, regulatory, contractual, and customer expectations
- Strengthen operational and organizational resilience

## ONE-DAY BUSINESS CONTINUITY PLAN TRAINING PROGRAM OUTLINE

**Recommended Schedule: 8:00 AM–5:00 PM**

| Time          | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Supporting Activities and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00–10:00 AM | <b>MODULE 1: BUSINESS CONTINUITY PLANNING FOUNDATIONS, PLAN SCOPE, GOVERNANCE, AND CRITICAL OPERATIONS</b><br><br><b>Understanding the Business Continuity Plan</b> <ul style="list-style-type: none"> <li>• Purpose and value of a Business Continuity Plan</li> <li>• Business continuity as a capability rather than merely a document</li> <li>• What an effective continuity plan should accomplish</li> <li>• Relationship between Business Continuity Management and Business Continuity Planning</li> </ul> <b>Distinguishing Related Plans and Disciplines</b> | <b>Business Continuity Plan Quality Diagnostic</b><br><br>Participants assess an existing or sample continuity plan against practical indicators involving scope, critical operations, recovery procedures, roles, communication, accessibility, exercises, and maintenance.<br><br><b>Critical-Operations Prioritization Challenge</b><br><br>Teams classify activities as critical, important, or deferrable and explain the consequences of prolonged interruption. |

| Time | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Supporting Activities and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|      | <ul style="list-style-type: none"> <li>• Emergency-response plan</li> <li>• Incident-management plan</li> <li>• Crisis-management plan</li> <li>• Disaster-recovery plan</li> <li>• Information-technology recovery plan</li> <li>• Occupational safety and evacuation plans</li> <li>• Business Continuity Plan</li> <li>• Departmental versus organization-wide plans</li> </ul> <p><b>Characteristics of an Effective Business Continuity Plan</b></p> <ul style="list-style-type: none"> <li>• Practical</li> <li>• Specific</li> <li>• Actionable</li> <li>• Accessible</li> <li>• Coordinated</li> <li>• Flexible</li> <li>• Current</li> <li>• Tested</li> <li>• Understood by users</li> </ul> <p><b>P — Pinpoint Critical Operations, Scope, and Planning Objectives</b></p> <p><b>Defining Plan Purpose and Scope</b></p> <ul style="list-style-type: none"> <li>• Organization-wide, site-based, departmental, process-based, or service-based plans</li> <li>• Planning boundaries</li> <li>• Assumptions and exclusions</li> <li>• Intended users</li> <li>• Plan ownership</li> <li>• Planning objectives</li> <li>• Stakeholder expectations</li> </ul> <p><b>Identifying Critical Products and Services</b></p> <ul style="list-style-type: none"> <li>• Customer-facing products and services</li> <li>• Revenue-generating activities</li> <li>• Regulatory and contractual obligations</li> <li>• Safety- and welfare-related services</li> <li>• Time-sensitive commitments</li> <li>• Essential internal support services</li> </ul> <p><b>Identifying Critical Operations and Activities</b></p> <ul style="list-style-type: none"> <li>• Activities supporting critical products and services</li> <li>• Critical, important, and deferrable operations</li> <li>• Process owners</li> <li>• Upstream and downstream relationships</li> <li>• Departmental and cross-functional activities</li> </ul> | <p><b>Plan-Scope Mapping Workshop</b></p> <p>Participants define the appropriate boundaries, owners, users, and objectives of their proposed Business Continuity Plan.</p> <p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• Business Continuity Plan Quality Assessment</li> <li>• Critical Products, Services, and Operations Register</li> <li>• Business Continuity Plan Scope Statement</li> <li>• Planning Governance and Responsibility Map</li> </ul> |

| Time              | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Supporting Activities and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                   | <p><b>Establishing Planning Governance</b></p> <ul style="list-style-type: none"> <li>• Executive sponsor</li> <li>• Business continuity coordinator</li> <li>• Planning team</li> <li>• Department representatives</li> <li>• Process owners</li> <li>• Human resources</li> <li>• Information technology</li> <li>• Facilities, security, safety, procurement, communication, and finance</li> <li>• Plan reviewers and approvers</li> </ul> <p><b>Business Continuity Plan Architecture</b></p> <ul style="list-style-type: none"> <li>• Core organization-wide plan</li> <li>• Departmental plans</li> <li>• Supporting procedures</li> <li>• Technology-recovery plans</li> <li>• Emergency and crisis-management linkages</li> <li>• Contact directories and appendices</li> </ul>                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 10:00–10:15 AM    | Morning Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Participants take a short break before proceeding to risks, business impacts, dependencies, and recovery requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 10:15 AM–12:00 NN | <p><b>MODULE 2: DISRUPTION RISKS, BUSINESS IMPACTS, DEPENDENCIES, AND RECOVERY PRIORITIES</b></p> <p><b>R — Review Risks, Impacts, Vulnerabilities, and Dependencies</b></p> <p><b>Identifying Disruption Scenarios</b></p> <ul style="list-style-type: none"> <li>• Facility loss or restricted access</li> <li>• Fire, flood, earthquake, severe weather, and other hazards</li> <li>• Power, water, telecommunications, and utility failure</li> <li>• Technology outage and cyber incident</li> <li>• Data loss or corruption</li> <li>• Equipment and machinery failure</li> <li>• Workforce shortage or loss of critical personnel</li> <li>• Supplier and logistics disruption</li> <li>• Transportation interruption</li> <li>• Security incident</li> <li>• Communication-channel failure</li> <li>• Multiple concurrent disruptions</li> </ul> <p><b>Assessing Vulnerability</b></p> | <p><b>Disruption Scenario Workshop</b></p> <p>Participants identify realistic disruption scenarios affecting their critical operations.</p> <p><b>Vulnerability and Single-Point-of-Failure Analysis</b></p> <p>Teams examine where operations depend excessively on one person, system, supplier, facility, machine, or communication channel.</p> <p><b>Critical Dependency Mapping Exercise</b></p> <p>Participants map the resources and relationships required to deliver a priority operation.</p> <p><b>Recovery-Priority Laboratory</b></p> <p>Teams assess disruption impacts over time and establish preliminary recovery priorities and minimum operating requirements.</p> <p><b>Outputs:</b></p> |

| Time | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Supporting Activities and Outputs                                                                                                                                                                                                                                                     |
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|      | <ul style="list-style-type: none"> <li>• Single points of failure</li> <li>• Resource concentration</li> <li>• Geographic concentration</li> <li>• Insufficient backup capacity</li> <li>• Dependency on one specialist</li> <li>• Dependency on one supplier or system</li> <li>• Outdated or untested procedures</li> </ul> <p><b>Mapping Critical Dependencies</b></p> <ul style="list-style-type: none"> <li>• People and specialized competencies</li> <li>• Facilities and work locations</li> <li>• Technology and applications</li> <li>• Data, records, and information</li> <li>• Equipment and machinery</li> <li>• Suppliers and outsourced services</li> <li>• Utilities and communications</li> <li>• Transportation and logistics</li> <li>• Internal approvals and support functions</li> </ul> <p><b>Understanding Business Impact Analysis</b></p> <ul style="list-style-type: none"> <li>• Purpose of Business Impact Analysis</li> <li>• Relationship between the BIA and the Business Continuity Plan</li> <li>• Impact progression over time</li> <li>• Recovery prioritization</li> <li>• Minimum operating requirements</li> </ul> <p><b>Assessing Disruption Impacts</b></p> <ul style="list-style-type: none"> <li>• Operational impact</li> <li>• Financial impact</li> <li>• Customer and stakeholder impact</li> <li>• Legal and regulatory impact</li> <li>• Safety and employee-welfare impact</li> <li>• Reputational impact</li> <li>• Contractual and supplier impact</li> </ul> <p><b>E — Establish Recovery Priorities and Requirements</b></p> <p><b>Determining Recovery Priorities</b></p> <ul style="list-style-type: none"> <li>• Which operations must recover first</li> <li>• Recovery sequencing</li> <li>• Time-sensitive dependencies</li> <li>• Competition for limited resources</li> <li>• Immediate, short-term, and longer-term recovery</li> </ul> <p><b>Establishing Recovery Requirements</b></p> <ul style="list-style-type: none"> <li>• Maximum tolerable disruption</li> </ul> | <ul style="list-style-type: none"> <li>• Disruption Scenario Register</li> <li>• Vulnerability and Single-Point-of-Failure Register</li> <li>• Critical Dependency Map</li> <li>• Preliminary Business Impact Analysis</li> <li>• Recovery Priority and Requirement Matrix</li> </ul> |

| Time          | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Supporting Activities and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|               | <ul style="list-style-type: none"> <li>• Target recovery time</li> <li>• Data-recovery requirements</li> <li>• Minimum acceptable operating capacity</li> <li>• Minimum staffing</li> <li>• Minimum technology requirements</li> <li>• Minimum facility and equipment requirements</li> <li>• Minimum inventory and supply requirements</li> <li>• Minimum communication requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12:00–1:00 PM | <b>Lunch Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Participants take their lunch break and prepare for continuity-strategy selection, resource planning, role assignment, and Business Continuity Plan development.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1:00–3:00 PM  | <p><b>MODULE 3: CONTINUITY STRATEGIES, RESOURCE ARRANGEMENTS, ROLES, COMMUNICATION, AND PLAN DEVELOPMENT</b></p> <p><b>P — Pick Practical Continuity Strategies and Resources</b></p> <p><b>People-Continuity Strategies</b></p> <ul style="list-style-type: none"> <li>• Critical-role alternates</li> <li>• Cross-training</li> <li>• Succession arrangements</li> <li>• Split-team operations</li> <li>• Remote work</li> <li>• Temporary staffing</li> <li>• Employee accountability</li> <li>• Transportation and accommodation considerations</li> <li>• Employee welfare and support</li> </ul> <p><b>Facility-Continuity Strategies</b></p> <ul style="list-style-type: none"> <li>• Alternate work locations</li> <li>• Remote operations</li> <li>• Temporary relocation</li> <li>• Reciprocal arrangements</li> <li>• Shared facilities</li> <li>• Mobile and temporary workplaces</li> <li>• Site restoration</li> </ul> <p><b>Technology and Information Strategies</b></p> <ul style="list-style-type: none"> <li>• Backup and restoration</li> <li>• Alternate systems</li> <li>• Cloud recovery</li> <li>• Manual workarounds</li> <li>• Offline records</li> <li>• Alternate communication channels</li> </ul> | <p><b>Continuity Strategy Design Challenge</b></p> <p>Participants develop strategy options for the loss of people, premises, technology, information, suppliers, equipment, utilities, or transportation.</p> <p><b>Strategy Evaluation Matrix</b></p> <p>Teams compare options according to recovery requirements, cost, time, capacity, feasibility, risk, and sustainability.</p> <p><b>Roles and Activation Workshop</b></p> <p>Participants assign roles, alternates, activation authority, escalation levels, and notification responsibilities.</p> <p><b>Business Continuity Plan Writing Laboratory</b></p> <p>Teams draft selected sections of an actionable departmental or organization-wide Business Continuity Plan.</p> <p><b>Outputs:</b></p> <ul style="list-style-type: none"> <li>• Continuity Strategy Options Matrix</li> <li>• Minimum Resource Requirements Plan</li> <li>• Business Continuity Team and Alternate Structure</li> <li>• Activation and Escalation Guide</li> <li>• Continuity Communication Matrix</li> <li>• Draft Business Continuity Plan Sections</li> </ul> |

| Time | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Supporting Activities and Outputs |
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|      | <ul style="list-style-type: none"> <li>• Data validation and reconciliation</li> <li>• Coordination with disaster-recovery plans</li> </ul> <p><b>Supplier, Equipment, and Resource Strategies</b></p> <ul style="list-style-type: none"> <li>• Alternate suppliers</li> <li>• Emergency procurement</li> <li>• Substitute products or materials</li> <li>• Minimum inventory</li> <li>• Rental or replacement equipment</li> <li>• Mutual-aid arrangements</li> <li>• Logistics alternatives</li> </ul> <p><b>Evaluating Continuity Options</b></p> <ul style="list-style-type: none"> <li>• Recovery requirement</li> <li>• Implementation time</li> <li>• Capacity</li> <li>• Cost</li> <li>• Feasibility</li> <li>• Reliability</li> <li>• Risks and limitations</li> <li>• Sustainability</li> </ul> <p><b>A — Assign Roles, Authority, Activation, and Communication</b></p> <p><b>Business Continuity Roles</b></p> <ul style="list-style-type: none"> <li>• Executive leadership</li> <li>• Plan owner</li> <li>• Continuity coordinator</li> <li>• Department heads</li> <li>• Process owners</li> <li>• Team leaders and alternates</li> <li>• Human resources</li> <li>• Information technology</li> <li>• Facilities, security, safety, procurement, finance, and communications</li> </ul> <p><b>Activation and Escalation Arrangements</b></p> <ul style="list-style-type: none"> <li>• Warning indicators</li> <li>• Incident verification</li> <li>• Severity assessment</li> <li>• Activation authority</li> <li>• Partial or full activation</li> <li>• Escalation levels</li> <li>• Notification procedures</li> <li>• Deactivation criteria</li> </ul> <p><b>Continuity Communication Planning</b></p> |                                   |

| Time         | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Supporting Activities and Outputs                                                                                                                                                                                                             |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <ul style="list-style-type: none"> <li>• Employee communication</li> <li>• Customer advisories</li> <li>• Supplier and partner communication</li> <li>• Regulatory and government notification</li> <li>• Owner and executive updates</li> <li>• Media and public communication</li> <li>• Message approval</li> <li>• Spokesperson authority</li> <li>• Primary and alternate channels</li> </ul> <p><b>R — Record Actionable Procedures and Recovery Arrangements</b></p> <p><b>Core Business Continuity Plan Sections</b></p> <ul style="list-style-type: none"> <li>• Purpose, scope, assumptions, and ownership</li> <li>• Activation and escalation</li> <li>• Contact and notification procedures</li> <li>• Roles and responsibilities</li> <li>• Immediate actions</li> <li>• Situation assessment</li> <li>• Continuity procedures</li> <li>• Manual workarounds</li> <li>• Resource requirements</li> <li>• Recovery priorities and sequence</li> <li>• Supplier and stakeholder coordination</li> <li>• Communication arrangements</li> <li>• Return-to-normal procedures</li> <li>• Appendices, forms, checklists, and references</li> </ul> <p><b>Writing Actionable Procedures</b></p> <ul style="list-style-type: none"> <li>• Clear triggers</li> <li>• Specific actions</li> <li>• Responsible owner</li> <li>• Required resources</li> <li>• Sequence and timing</li> <li>• Decision and escalation points</li> <li>• Expected results</li> <li>• Evidence and documentation</li> </ul> |                                                                                                                                                                                                                                               |
| 3:00–3:15 PM | Afternoon Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Participants take a short break before the tabletop exercise, recovery planning, plan evaluation, and maintenance activities.                                                                                                                 |
| 3:15–5:00 PM | <p><b>MODULE 4: PLAN ACTIVATION, TABLETOP EXERCISE, OPERATIONAL RECOVERY, PLAN MAINTENANCE, AND CONTINUAL IMPROVEMENT</b></p> <p><b>Activating the Business Continuity Plan</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b>Business Continuity Tabletop Exercise</b></p> <p>Teams activate their continuity arrangements in response to a developing scenario involving unavailable facilities, interrupted systems, workforce limitations, supplier problems,</p> |

| Time | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Supporting Activities and Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <ul style="list-style-type: none"> <li>• Receiving and validating incident information</li> <li>• Assessing affected operations</li> <li>• Protecting employees</li> <li>• Confirming recovery priorities</li> <li>• Mobilizing continuity teams</li> <li>• Activating temporary arrangements</li> <li>• Contacting employees and stakeholders</li> <li>• Maintaining decision and action logs</li> </ul> <p><b>Maintaining Situational Awareness</b></p> <ul style="list-style-type: none"> <li>• What happened</li> <li>• What is affected</li> <li>• What remains available</li> <li>• What may worsen</li> <li>• What decisions are required</li> <li>• What resources are available</li> <li>• What information stakeholders need</li> </ul> <p><b>Coordinating Operational Recovery</b></p> <ul style="list-style-type: none"> <li>• Recovering according to priority</li> <li>• Working at reduced capacity</li> <li>• Allocating limited resources</li> <li>• Managing dependencies</li> <li>• Monitoring recovery targets</li> <li>• Validating restored operations</li> <li>• Managing backlogs and delayed transactions</li> </ul> <p><b>Returning to Normal Operations</b></p> <ul style="list-style-type: none"> <li>• Deactivation criteria</li> <li>• Transition from temporary arrangements</li> <li>• System and facility validation</li> <li>• Data and transaction reconciliation</li> <li>• Backlog management</li> <li>• Employee support</li> <li>• Stakeholder notification</li> <li>• Transfer of responsibility</li> </ul> <p><b>E — Exercise, Evaluate, Enhance, and Embed the Plan</b></p> <p><b>Business Continuity Exercise Options</b></p> <ul style="list-style-type: none"> <li>• Document review</li> <li>• Plan walkthrough</li> <li>• Contact and call-tree test</li> <li>• Tabletop exercise</li> <li>• Functional simulation</li> <li>• Technology-recovery test</li> <li>• Alternate-site test</li> </ul> | <p>customer concerns, and competing recovery priorities.</p> <p><b>Recovery Resource Allocation Challenge</b></p> <p>Participants decide how to allocate limited employees, equipment, systems, workspace, supplies, and recovery support.</p> <p><b>After-Action Review</b></p> <p>Teams identify effective decisions, unclear procedures, missing resources, communication gaps, unsupported assumptions, and required plan improvements.</p> <p><b>Final Outputs:</b></p> <ul style="list-style-type: none"> <li>• Business Continuity Incident Decision Log</li> <li>• Operational Recovery and Return-to-Normal Checklist</li> <li>• Tabletop Exercise Evaluation</li> <li>• Business Continuity Plan Corrective-Action Register</li> <li>• Business Continuity Plan Development and Improvement Roadmap</li> </ul> |

| Time | Modules, Topics, and Subtopics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Supporting Activities and Outputs |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|      | <ul style="list-style-type: none"> <li>• Supplier-disruption exercise</li> <li>• Full operational exercise</li> </ul> <p><b>Evaluating the Plan</b></p> <ul style="list-style-type: none"> <li>• Exercise objectives</li> <li>• Expected actions and decisions</li> <li>• Plan usability</li> <li>• Role clarity</li> <li>• Communication effectiveness</li> <li>• Resource availability</li> <li>• Dependency performance</li> <li>• Recovery-time performance</li> <li>• Gaps and assumptions</li> </ul> <p><b>Corrective Action and Improvement</b></p> <ul style="list-style-type: none"> <li>• After-action review</li> <li>• Root-cause analysis</li> <li>• Corrective actions</li> <li>• Responsible owners</li> <li>• Deadlines</li> <li>• Verification</li> <li>• Retesting</li> <li>• Closure</li> </ul> <p><b>Business Continuity Plan Maintenance</b></p> <ul style="list-style-type: none"> <li>• Scheduled reviews</li> <li>• Updates after incidents and exercises</li> <li>• Organizational and process changes</li> <li>• Technology and supplier changes</li> <li>• Personnel and contact changes</li> <li>• Version control</li> <li>• Distribution and acknowledgment</li> <li>• Online and offline accessibility</li> <li>• Employee orientation and refresher training</li> </ul> |                                   |

## THE MSS P.R.E.P.A.R.E. BUSINESS CONTINUITY PLANNING FRAMEWORK

### P — Pinpoint Critical Operations, Scope, and Planning Objectives

Determine what the plan must protect and what it is expected to accomplish.

- Define the purpose and boundaries of the plan
- Identify critical products and services
- Identify priority operations and activities
- Establish plan ownership
- Clarify intended users
- Define objectives and planning assumptions

## **R — Review Risks, Impacts, Vulnerabilities, and Dependencies**

Understand what could interrupt operations and what would happen as the disruption continues.

- Identify disruption scenarios
- Assess vulnerabilities
- Identify single points of failure
- Analyze business impacts
- Map operational dependencies
- Examine existing controls and limitations

## **E — Establish Recovery Priorities and Requirements**

Determine what must recover, when it must recover, and what is required.

- Prioritize critical operations
- Establish target recovery times
- Determine minimum operating levels
- Identify data-recovery requirements
- Establish minimum staffing
- Determine facility, technology, equipment, supply, and communication needs

## **P — Pick Practical Continuity Strategies and Resources**

Choose feasible ways to continue or recover operations when normal resources are unavailable.

- Develop workforce strategies
- Develop alternate facility arrangements
- Develop technology and information solutions
- Develop supplier and logistics alternatives
- Establish manual workarounds
- Evaluate strategy feasibility, capacity, time, cost, and risk

## **A — Assign Roles, Authority, Activation, and Communication**

Clarify who will decide, lead, act, communicate, and escalate.

- Assign plan owners and alternates
- Establish continuity teams
- Define activation authority
- Establish escalation thresholds
- Develop notification arrangements
- Assign communication responsibilities and spokesperson authority

## **R — Record Actionable Procedures and Recovery Arrangements**

Translate strategies into clear and usable plan instructions.

- Document immediate actions
- Prepare continuity procedures
- Create checklists and decision guides
- Record resource requirements
- Establish recovery sequences
- Prepare return-to-normal procedures
- Maintain contacts and appendices

## **E — Exercise, Evaluate, Enhance, and Embed the Plan**

Validate assumptions and ensure that the plan remains current and usable.

- Conduct walkthroughs and exercises
- Evaluate decisions and performance
- Identify gaps
- Assign corrective actions
- Update the plan
- Retest improvements
- Integrate continuity planning into organizational practices

## **BUSINESS CONTINUITY PLANNING TOPICS COVERED**

Depending on the organization's needs, the program may cover:

1. Business continuity planning fundamentals
2. Business Continuity Management and Business Continuity Plans
3. Plan purpose, scope, and ownership
4. Planning governance
5. Critical products and services
6. Critical operations and activities
7. Departmental and organization-wide plans
8. Disruption scenarios
9. Risk and vulnerability assessment
10. Single points of failure
11. Business Impact Analysis
12. Disruption impacts over time
13. Dependency mapping
14. Recovery priorities
15. Maximum tolerable disruption
16. Recovery Time Objectives
17. Recovery Point Objectives
18. Minimum acceptable operating capacity
19. Minimum staffing requirements
20. Facility requirements
21. Technology and information requirements
22. Equipment and supply requirements
23. Workforce-continuity strategies
24. Alternate work locations
25. Remote-work strategies
26. Manual workarounds
27. Technology recovery
28. Supplier and logistics continuity
29. Plan activation
30. Escalation criteria
31. Notification and call trees
32. Continuity-team roles
33. Decision authority
34. Crisis and continuity communication
35. Immediate-response procedures

36. Operational continuity procedures
37. Recovery procedures
38. Return-to-normal arrangements
39. Document control
40. Plan accessibility
41. Tabletop exercises
42. Plan evaluation
43. After-action reviews
44. Corrective actions
45. Plan maintenance and continual improvement

## **COMMON BUSINESS CONTINUITY PLAN MISTAKES COVERED**

Participants learn how to avoid:

1. Copying a generic plan without customization
2. Treating the plan as a compliance document only
3. Failing to define the plan's scope
4. Declaring every process equally critical
5. Writing the plan without process-owner involvement
6. Confusing emergency response with business continuity
7. Assuming information-technology recovery will restore the entire business
8. Ignoring business impacts over time
9. Setting unrealistic recovery targets
10. Failing to identify dependencies
11. Relying on only one employee, supplier, system, facility, or communication channel
12. Assuming alternate facilities have sufficient capacity
13. Creating workarounds that employees have never practiced
14. Failing to assign trained alternates
15. Leaving activation authority unclear
16. Failing to establish escalation criteria
17. Preparing vague procedures
18. Omitting required resources
19. Maintaining outdated employee and supplier contacts
20. Failing to prepare offline copies
21. Making the plan so long that employees cannot use it during an incident
22. Using technical terms that operational users do not understand
23. Failing to coordinate departmental plans
24. Allowing conflicting communication from several departments
25. Omitting customer and stakeholder communication
26. Failing to plan for reduced operating capacity
27. Restoring the easiest process before the most critical process
28. Returning to normal operations without validation
29. Ignoring backlogs and unreconciled transactions
30. Conducting exercises without objectives
31. Testing only contact lists
32. Repeating exercises without resolving known weaknesses
33. Updating plans only before an audit
34. Failing to update the plan after personnel, technology, supplier, or facility changes
35. Assuming an approved plan will automatically work

## SAMPLE DISRUPTION SCENARIOS

Activities may be customized around:

- Typhoons and severe weather
- Earthquakes
- Flooding
- Fire or smoke damage
- Extended power interruption
- Loss of water supply
- Telecommunications failure
- Cyberattack or ransomware
- Critical application outage
- Data loss or corruption
- Equipment or machinery breakdown
- Office or facility closure
- Workforce shortage
- Loss of a critical employee
- Public-health emergency
- Transportation interruption
- Supplier failure
- Logistics disruption
- Security incident
- Civil disturbance
- Communication-channel failure
- Multiple simultaneous disruptions
- Prolonged remote operations
- Sudden demand surge during reduced capacity
- Disruption affecting several locations

## TRAINING METHODS

Consistent with the MSS **EnterTRAINment®** approach, this **Training on Business Continuity Planning in the Philippines** minimizes lengthy lectures and emphasizes planning, analysis, collaboration, simulation, and workplace application.

Methods may include:

- Interactive facilitator-led discussions
- Business Continuity Plan diagnostics
- Critical-operation identification
- Scenario analysis
- Vulnerability assessment
- Dependency mapping
- Business Impact Analysis exercises
- Recovery-priority workshops
- Strategy-development challenges
- Business Continuity Plan writing laboratories
- Activation and escalation exercises
- Communication-planning activities

- Tabletop simulations
- Recovery-resource allocation challenges
- After-action reviews
- Corrective-action planning
- Facilitator coaching
- Peer review
- Workplace action planning

## TARGET PARTICIPANTS

This **Business Continuity Plan Training in the Philippines** is suitable for:

- Business owners
- Executives
- Department heads
- Business continuity coordinators
- Business continuity-team members
- Risk-management personnel
- Compliance personnel
- Internal auditors
- Operations managers
- Process owners
- Information-technology personnel
- Cybersecurity teams
- Human resources professionals
- Facilities, safety, and security personnel
- Procurement and supply-chain teams
- Corporate-communication personnel
- Finance personnel
- Project and transformation leaders
- Government continuity core teams
- Employees assigned continuity-planning responsibilities
- Managers responsible for essential products or services

## EXPECTED PARTICIPANT OUTPUTS

Participants may complete:

### 1. Business Continuity Plan Quality Assessment

Evaluating:

- Scope
- Ownership
- Critical operations
- Recovery priorities
- Strategies
- Procedures
- Roles

- Communication
- Accessibility
- Exercises
- Maintenance

## **2. Critical Products, Services, and Operations Register**

Showing:

- Product or service
- Supporting operation
- Process owner
- Affected customer or stakeholder
- Consequence of interruption
- Preliminary recovery priority

## **3. Disruption Scenario and Vulnerability Register**

Containing:

- Disruption scenario
- Affected operation
- Vulnerability
- Existing control
- Single point of failure
- Potential consequence
- Required improvement

## **4. Critical Dependency Map**

Identifying:

- People
- Facilities
- Technology
- Data and information
- Equipment
- Suppliers
- Utilities
- Transportation
- Internal support functions

## **5. Preliminary Business Impact Analysis**

Containing:

- Critical activity
- Disruption impact
- Impact progression
- Recovery priority
- Target recovery time
- Minimum operating level
- Required resources
- Dependencies

## 6. Continuity Strategy Options Matrix

Showing:

- Disruption scenario
- Recovery requirement
- Strategy option
- Required resources
- Implementation time
- Capacity
- Cost
- Risk
- Recommended approach

## 7. Business Continuity Plan Structure

Containing:

- Purpose
- Scope
- Assumptions
- Ownership
- Activation criteria
- Escalation procedures
- Roles and responsibilities
- Continuity procedures
- Resource requirements
- Recovery priorities
- Communication arrangements
- Return-to-normal procedures

## 8. Activation and Escalation Guide

Showing:

- Warning indicator
- Severity level
- Assessment requirement
- Decision authority
- Required notification
- Plan activation level
- Escalation point
- Deactivation condition

## 9. Continuity Communication Matrix

Containing:

- Stakeholder
- Information requirement
- Message owner
- Approval authority
- Primary channel
- Alternate channel
- Timing and frequency

## 10. Business Continuity Plan Improvement Roadmap

Identifying:

- Planning gap
- Required action
- Responsible owner
- Needed resources
- Target date
- Success indicator
- Validation method
- Review schedule

### DELIVERY OPTIONS

The program may be delivered as:

- Onsite or face-to-face in-house training
- Live instructor-led online training
- Hybrid training
- Half-day Business Continuity Planning Awareness session
- One-day Business Continuity Plan Development workshop
- Two-day Business Continuity Analysis and Plan Development program
- Multi-session Business Continuity Planning intervention
- Departmental Business Continuity Plan workshop
- Organization-wide continuity-plan development program
- Business Continuity Plan review and diagnostic
- Customized tabletop exercise
- Business Impact Analysis facilitation
- Business Continuity Plan coaching
- Business Continuity Planning consultancy

A two-day or multi-session format is recommended when participants must complete actual Business Impact Analyses, validate recovery requirements, draft detailed departmental plans, coordinate several business units, and participate in an extended tabletop exercise.

### RECOMMENDED CUSTOMIZATION INPUTS

The organization may provide nonconfidential information regarding:

- Organizational structure
- Products and services
- Critical operations
- Process maps
- Existing Business Continuity Plans
- Past incidents and disruptions
- Current emergency procedures
- Existing Business Impact Analyses
- Technology dependencies
- Supplier dependencies

**MSS SUCCESS SPACES**

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- Workforce arrangements
- Office and facility locations
- Alternate workplaces
- Current crisis and emergency structures
- Regulatory or contractual expectations
- Exercise and audit findings
- Participants' responsibilities
- Desired continuity outcomes

Sensitive security information, passwords, confidential customer data, privileged legal information, and protected personal information are not required.

## FREQUENTLY ASKED QUESTIONS

### **What is Business Continuity Plan Training?**

**Business Continuity Plan Training in the Philippines** develops participants' ability to identify critical operations, assess disruption impacts, establish recovery priorities, select continuity strategies, assign responsibilities, document actionable procedures, activate the plan, recover essential operations, and improve the plan through exercises and reviews.

### **What is the difference between Business Continuity Management and a Business Continuity Plan?**

Business Continuity Management is the wider organizational system for establishing, implementing, maintaining, and improving continuity capability. A Business Continuity Plan is one of its key operational documents and provides instructions for responding to disruption and continuing or recovering priority operations.

### **Is a Business Continuity Plan the same as an emergency-response plan?**

No. An emergency-response plan primarily addresses immediate safety, incident control, evacuation, and protection of life and property. A Business Continuity Plan addresses how priority operations will continue or recover when normal people, systems, facilities, suppliers, or resources are unavailable.

### **Is a Business Continuity Plan the same as an IT disaster-recovery plan?**

No. An IT disaster-recovery plan focuses on restoring technology, applications, infrastructure, and data. A Business Continuity Plan covers the broader operational requirements involving people, processes, facilities, information, suppliers, communication, and customer service.

### **Does the training include Business Impact Analysis?**

Yes. Participants learn how to assess disruption impacts, identify critical activities, establish recovery priorities, and determine minimum operating requirements.

### **Will participants write an actual Business Continuity Plan?**

Participants develop selected nonconfidential sections during the one-day program. A two-day or multi-session workshop is recommended for completing detailed plans for several departments or an entire organization.

### **Does the training include continuity strategies?**

Yes. Participants develop and evaluate strategies involving workforce, alternate facilities, technology, information, suppliers, equipment, logistics, communication, and manual workarounds.

### **Does the program include a tabletop exercise?**

Yes. The one-day program includes a structured introductory tabletop exercise. A separate customized exercise may be conducted to validate the organization's actual plans, teams, resources, and decision procedures.

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**Can the training be delivered online?**

Yes. Online delivery may use digital planning templates, shared worksheets, breakout-room activities, virtual simulations, collaborative dependency maps, and facilitator coaching.

**Who should participate in Business Continuity Planning?**

The planning process should involve senior leadership, continuity coordinators, process owners, department representatives, human resources, information technology, facilities, security, safety, procurement, supply chain, finance, communications, and other support functions.

**How often should a Business Continuity Plan be updated?**

The plan should be reviewed after exercises, actual incidents, organizational changes, personnel changes, new technology, supplier changes, relocation, process changes, audit findings, and scheduled review periods.

**Is this an ISO certification course?**

No. This is a practical corporate training and plan-development program. Formal management-system certification requires separate implementation and independent conformity assessment.

**RELATED TRAINING PROGRAMS**

Organizations may also consider:

- Business Continuity Management Training
- Business Impact Analysis and Continuity Risk Assessment Training
- ISO 22301 Business Continuity Management System Training
- Crisis Management and Crisis Leadership Training
- IT Disaster Recovery and Technology Resilience Training
- Business Continuity Testing and Tabletop Exercise Training
- Cyber Incident Response and Cyber Business Continuity Training
- Operational Resilience and Critical Operations Training
- Supply Chain Continuity and Third-Party Risk Management Training
- Crisis Communication Training
- Emergency Preparedness Training
- Risk Management Training
- Organizational Resilience Training
- Change Management Training

**WHY CHOOSE MSS CORPORATION?**

Making Strong Success Corporation develops practical and customizable corporate training programs based on each organization's actual operations, disruption risks, workforce arrangements, technology dependencies, supplier relationships, stakeholder expectations, and recovery requirements.

Our approach combines:

- Practical Business Continuity Planning principles
- Philippine organizational and operational realities
- The MSS P.R.E.P.A.R.E. Framework
- Critical-operation prioritization
- Risk and vulnerability analysis

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- Business Impact Analysis
- Dependency mapping
- Recovery-priority setting
- Continuity-strategy development
- Business Continuity Plan writing workshops
- Activation and escalation exercises
- Realistic tabletop simulations
- Recovery-resource allocation activities
- After-action reviews
- Corrective-action planning
- MSS EnterTRAINment® learning methods
- Facilitator coaching
- Workplace implementation planning

This **Training on Planning for Business Continuity in the Philippines** is designed not merely to help participants fill out a template. It develops their ability to create a plan that people can understand, access, activate, implement, evaluate, and continuously improve.

## **REQUEST A CUSTOMIZED PROGRAM**

Organizations searching for **Business Continuity Plan Training in the Philippines, Business Continuity Planning Training in the Philippines, Training on Business Continuity Plan in the Philippines, Training on Business Continuity Planning in the Philippines, Planning for Business Continuity Training in the Philippines, or Training on Business Continuity in the Philippines** may request a customized program based on their industry, critical operations, existing continuity arrangements, disruption exposure, participant responsibilities, regulatory requirements, and desired recovery capabilities.

**Pinpoint what must continue. Review what could interrupt it. Establish recovery requirements. Pick practical strategies. Assign responsibility. Record actionable procedures. Exercise and improve the plan.**