# Val-Ed™

## Valiant Technologies Education & Training Services

## 2-day Workshop on Business Continuity & Disaster Recovery Planning

**Welcome to Valiant Technologies**. We are a specialty consulting and training organization that focuses on information security at the strategic and operational levels. With significant strength also in information security assurance services, Valiant CISSTech, as we were formerly known, has been serving clients across many countries - Bahrain, Hong Kong, India, Kuwait, Malaysia, Maldives, Saudi Arabia, Sri Lanka, South Africa, Sultanate of Oman, Thailand, United Arab Emirates, and Zambia.

**Val-Ed™**, our educational services division offers a variety of ready-packaged and tailor-made educational and training programs in the area of information security. This catalogue provides detailed information on one of the educational and training offering to clients in the area of information security technology, management and assurance.

We have a full range of services that we offer covering the full spectrum of information security and our services catalogue provides details of the following services that we provide to clients. Please ask for a services catalogue for more details on these services:

- Testing and hardening of information system defenses:
  - Vulnerability assessment
  - Penetration testing
  - Application security testing
  - Hardening of servers and network components
  - Periodic evaluation of network security
- Information Security Management Services
  - Security Policies, Procedures and Guidelines
  - Security Awareness Program
  - Risk Assessment and Analysis
  - Executive Management briefings on Security
  - Vendor selection for security products
  - Computer Forensics Investigation\
  - ISO-27001 preparatory services
  - Fill-in Security Manager program
- Control and Assurance Services
  - Gap analysis against ISO-27001, COBIT, ISSAF
  - Information security controls review
  - Information Systems Security Audit
  - Control assessment for SOX compliance
- Business Continuity and Disaster Recovery Management

We look forward to being of service to you and look forward to hearing your interest.

- Valiant Team

## List of regular programs offered by Valiant Technologies

| | Course Name | Duration (days) |
|---|---|---|
| 1 | Workshop for CISSP certification aspirants | 4 |
| 2 | Workshop for CISA certification aspirants | 5 |
| 3 | Workshop for CISM certification aspirant | 4 |
| 4 | Workshop for CBCP certification aspirants | 5 |
| 5 | Workshop for Security+ certification aspirants | 6 |
| 6 | Workshop on BCP and DRP | 2 |
| 7 | Workshop on Change Management | 1 |
| 8 | Workshop on Information Security Policies | 3 |
| 9 | Information Security for Senior Management | ½ |
| 10 | Security Awareness for IT user management | 2 |
| 11 | Ethical Hacking and securing your networks | 6 |
| 12 | Sarbanes Oxley Act – Structure and Implementation | 2 |
| 13 | Digital Evidence for IT / IS Auditors | 1 |
| 14 | IS Audit: Principles and Practices | 3 |
| 15 | ISO 27001: Process and Implementation | 5 |
| 16 | Auditing Information Technology | 3 |
| 17 | Management for Technology Professionals | 3 |

CV of principal instructor, Dr. Rama K Subramaniam is found on the last page

# Two-Day workshop on
# Business Continuity Planning
# & Disaster Recovery Planning

***Background***:

Disaster can strike any business, anywhere, at any time. Be it natural disasters, threat of terrorist attacks, loss of power, theft, hardware failure or security breaches, businesses that are reliant on their IT infrastructure need to ensure that they can recover their systems, quickly and with minimal disruption. Yet less than 30% of organizations have comprehensive disaster recovery plans. 40% of the companies that experience disaster go out of business, say experts. Those without appropriate business continuity plans lose significant market share and profits, not to mention the intangible yet devastating damage to the image of the organization. According to a study by AMR Research, the costs of downtime, planned or unplanned, per hour can be as high as $600,000.

"'For many real-time enterprises, a 4 to 24 hour site outage would cause irreparable damage to the enterprise,'" says Donna Scott, Vice-President and Research Director for Gartner and adds: "because the risks are greater with real-time enterprises, the business continuity plan must address new scenarios, and BC processes must integrate with a greater number of enterprise processes."

Surviving a disaster cannot be left to chance; business continuity planning must become embedded in strategic and operational plans for the business functions, human resources, facilities and technology.

The course of events that have influenced understanding of risks and vulnerabilities in the recent past has ensured that every standard that governs business continuity management has enhanced the scope of coverage to consider wider issues in greater depth. The importance of managing business continuity in corporations is more pronounced now than earlier because of a significant governance dimension to business continuity management that is well recognized now.

Notwithstanding all that has been said about the importance of business continuity and disaster recovery planning, most corporations still either look at BCP and DRP with a bit of skepticism or with a sense of bewilderment. This workshop will focus on the key issues of BCP and DRP and following this workshop, participants will:

- Understand how to develop a Business Continuity plan
- Learn proven techniques to assess and reduce risk and impact
- Understand how to carry out a Business Impact Analysis
- Understand why many plans fail
- Gain the latest techniques adopted in creating Disaster Recovery Plans
- Discover how to organize for survival in a disaster
- Create scenarios simulating disasters and evolve appropriate response strategies

## *Who should attend?*

- Continuity Management Professionals
- Information Systems and Security Professionals
- Information Systems Auditors
- Information Security Auditors
- System Administrators
- Security Administrators
- Internal Auditors
- Assurance Professionals
- Compliance Professionals

## *Learning Content for the two-day workshop:*

### 1. Introduction to BC and DR

- What constitutes business discontinuity?
- What is a Disaster?
- BCP and DRP – differentiated and defined
- Features of a Business Continuity and Disaster Recovery program
- Contingency planning

### 2. Developing the DR Plan

- Phases of Disaster
- Combination of multiple disaster phases
- Impact of disaster – technology and business
- Types of DR Plans
- DR Plan development processes and *good* practices
- Strategy driven plan development
- Stages of development of DR Plan and organizational requirement

### 3. Assessing Risks in Enterprises

- Understanding Risks, Threats, Vulnerabilities and Countermeasures
- Risk Assessment methodologies – choosing what is relevant
- Risk Assessment process
- Risk Management and risk appetite of organizations
- Residual risks and IT Governance issues
- Fine-tuning risk assessment process

## 4. Prioritizing systems and functions for recovery

- Business Impact Analysis [BIA]
- Business Process identification for BIA
- Assessing and quantifying impact of disruptions to business processes
- Computing and justifying MTD /RTO and RPO figures
- Prioritizing based on RTO / RPO data and obtaining consensus on prioritized list
- BIA Reporting and getting Executive Management approval

## 5. Developing the BC and DR Plan and integrating organizational relationships

- Structure and Content of the BC and DR Plan
- Writing the BC and DR Plan
- Determining the teams to be formed
- Composition of teams
- Tasks to be assigned to each team and the CSF for major task groups
- BC and DR Plan Draft – understanding and review

## 6. Strategies for responding to attacks on computers

- Delineating Computer systems from other business process?
- Strategies to contain damage from attacks on computers
- Cost effective recovery strategies vis-à-vis information stored and in transit
- The human factor in responding to attacks on organization IPF
- Strategy implementation

## 7. Developing & Implementing BC and DR Plans

- Plan review process
- Implementation time frame and organizational requirement
- Interface with other activities while implementing the DR plan
- Control over access to BC and DR Plan content
- Control over distribution of the plan
- Version Control and library routines as applicable to BC and DR Plan
- Identifying special circumstances
- Cataloguing contingency situations and consequences
- Concept of 'minimum response'
- Evaluating alternative contingency plans

## 8. Testing and Rehearsal

- Untested BCP / DRP is no Plan at all!
- Creating right degree of awareness of DR Plan content and action required as needed
- Testing methods and objectives
- Testing Process
- Follow up on test results
- Documenting and updating test objectives and results

## 9. Continued Assessment of needs, threats and solutions

- The BC and DR Plan is a live document!
- Change control process – the 5 stage cycle
- Rapid response to changed threats, vulnerabilities and organizational structure

## 10. Living through disaster

- Creating a command center
- Understanding disaster or 'incident' control
- Objectives and roles of command center staff
- Roles, rights and obligations of command center personnel
- Emergency Procedures – creation, testing, validation and updating
- Damage Assessment and salvage process
- Moving to disaster recovery location – process, logistics, internal controls
- Communication – internal & external during a disaster

## Case Discussion and hands-on exercises

A special feature of this workshop is that participants split into groups and do the following exercises to acquire hands-on skills in the key areas:

1. Identifying key business processes and doing a Business Impact Analysis
2. Splitting into groups and playing the role of different groups that would be called into action during a disaster

## Dr. Rama K Subramaniam

MBA(UK), PHD, FCA, CISA, CISM, CISSP, CEH, CHFI, CSQP, MCSE, Security+

He is Director of Valiant Technologies Pvt Ltd and Tejas Brainware Systems Pvt Ltd. He has been an information security consultant, trainer and educator for over a decade. He has trained experts in many information security domains across Gulf nations, India, Far East and Africa. He is a consultant to a number of organizations in the commercial, government, armed forces, judiciary and law enforcement segments in these countries.

He serves as India's country representative at International Federation of Information Processing (IFIP), serving on their Technical Committee TC-11 dealing with information security. He is current Chairman of ISCCRF, a not-for-profit trust carrying out research in cyber crime management

He is a certified and experienced professional in the areas of creating and implementing secure information security architecture; internal controls systems and processes; conceptualization, creation, testing and maintenance of business continuity and disaster recovery plans; security audits and certification of network infrastructure; conceptualization and implementation of multi-factor authentication processes (including PKI and X.509 compliant certification infrastructure); creation, assessment and certification of SOX, COSO, CoBIT, ISO-27001, ISO-17799 and ISO-15408 compliant information security management systems.

He served earlier as Global Chair of the Education and Awareness Principles Expert Group of Globally Accepted Information Security Principles (GAISP), based in the United States and is former Global Chair of the Accreditation Process committee of Open Information Systems Security Group (OISSG), based in the UK where he estblished their certification and accreditation processes. He is the charter President of the first chapter of ISSA (Information Systems Security Association) in Asia and served on the boards of Dubai and Chennai chapters of ISACA.

He was formerly Managing Director of Thewo Corporate Services based in Lusaka, Zambia; Group Operations Director or Benetone Group of Companies based in Bangkok, Thailand and Commercial Director of Dynaspede Integrated Systems Ltd, based in Mumbai.