



# BCM 6000: Continuity of Operations



Self-study eLearning

## Business Continuity Professional Development Program

Resilience.  
Education.  
Credentialing.



The International Consortium  
For Organizational Resilience

# Continuity of Operations – Public Sector



**Audience:** Those who work in emergency management or in government who are interested in creating or improving a continuity of operations program.

**Description:** Continuity of Operations is both intensive and practical, with participants developing continuity of operations programs at their own organization. This approach melds theory and practice to provide the student's own organization with the outlines of a Continuity of Operations Plan.

Each student will receive a student workbook that includes all Federal Directives, Continuity Guidance Circulars, COOP Resource Guide, and the COOP plan template and instructions.

Successful completion of certification exam earns ICOR credit for meeting the requirements for the BCM discipline.

## 9 Lessons / Competency Areas

### 6000.1 Introduction to the Requirements of a COOP Plan

1. Purpose and Legal Basis
2. COOP/COG/ & EOP
3. Continuity Phases
4. Continuity Planning Model

### 6000.2 Planning & Program Management

1. Planning Team Members
2. Roles & Responsibilities for Teams
3. Building Successful Teams

### 6000.3 Elements of a Viable Program

1. Readiness and Preparedness Phase
2. Review of Each Element of the Program

### 6000.4 The Planning Process

1. Program Management Cycle
2. Project Management Principles
3. Planning Process
4. Multi-year Strategy

### 6000.5 The Risk Management Process

1. Identifying Risks
2. Conducting an Impact Analysis
3. Mitigating the Risks

### 6000.6 Identifying & Supporting Essential Functions

1. The Business Process Analysis
2. Determining Staff Requirements for Essential Functions
3. Identifying Vital Records & Data Needs
4. Identifying Systems Required to Support Essential Functions

### 6000.7 Developing Plans & Procedures

1. Purpose, Scope & Objectives
2. Sections of the Plan—Outline
3. Necessary Procedures

### 6000.8 Operating in a Continuity Environment

1. Implementation Phase
2. Implementation Decision-Making Process
3. Devolution & Reconstitution

### 6000.9 Training, Testing & Exercising

1. How to Train Key Personnel
2. After Action Reports & Lessons Learned
3. Corrective Action Planning

### Credentials

The Continuity of Operations certification exam is included in BCM 6000 elearning course. The exam can also be challenged online without taking a course. Successful completion of certification exam earns ICOR credit for meeting the requirements for the BCM discipline.

Exams are short-answer problem solving. To earn the certification requires a score of 75% or higher in each competency area. 3.5 CEUs

## Developing & Managing a Continuity of Operations Plan-Public Sector

### Develop and Implement COOP Plans

Recognized globally for its vendor-neutral, standards-based education programs, ICOR's certification competency areas align to specific jobs or job areas in the business continuity and continuity of operations workplace.

**ICOR courses meet your learning style.** Take the full course or as individual competency areas. Learn from an instructor or on your own via eLearning or self-study course books. Interactive activity-based curriculum.



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