Hands-On

# Recovery Planning Expert

## Course Description

This extensive course is designed to provide an operational basis for all facets of disaster recovery and continuity-contingency planning through information delivery and practical Real-World Experience exercises. Students will develop enhanced abilities to establish and understand training, testing, risk analysis, impact analysis, strategy, emergency response, computer incident response and recovery.

Attendees will develop enhanced insights through detailed presentations of concepts, discussion of applicable NIST and DoD publications, and a series of practical Hands-On Labs. This course will expose the students to emergency response techniques from the development of checklists and templates to crafting concise planning documents.

Highlights of this Course

-Designed to provide an operational basis for all facets of disaster recovery planning with practical Real-World Experience Hands-On Lab exercises.

-These Tabletop style labs allow sharing knowledge and skills to develop a DoD Installation Scenario for application of the various plans relevant to Risk Management.

-The course will impart an ability to conduct contingency and recovery planning using NIST standards.

-Students will develop insights into the seven NIST progressive steps for a viable contingency plan involving recovery strategies and how systems may be recovered following a disaster.

-Understanding of emergency planning and response techniques from the development of checklists to completion of related templates.

-Knowledge of how to develop viable, easy to use recovery plans that address all hazards and all contingencies.

-Understanding the elements of an ongoing viable recovery capability through hands-on exercises that meet the needs of DoD organizations.

## Students Will Learn

- **Understand Contingency Planning**
- **Conduct Risk Analysis**
- **Conduct Business Impact Analysis**
- **Recovery Strategy Analysis**
- **Develop Viable Emergency Response Plans And Techniques**
- **Develop Viable Response Plans**
- **Emergency Response Plans**

- **Continuity of Operations Plan (COOP)**
- **Disaster Recovery Plan (DRP)**
- **Emergency Response Plans**
- **Business Continuity Plan (BCP)**
- **Information System Contingency Plan (ISCP)**
- **And Much More...**

## Target Audience

Anyone interested in Disaster Recovery and Contingency planning, and or is responsible for the recovery planning for their department or company.

## Course Outline

Module 1 - Test, Training, and Exercise Programs for IT Plans and Capabilities
- Building an Information Technology Security Awareness and Training Program
- Four critical steps in the life cycle of an IT Security Awareness and Training Program
- Principles of Results-Based Learning
- Risk Management Subjects to include in training
- Types of Exercises
- Establishing a Test, Training, and Exercise Program
- Develop Comprehensive TT&E Policy
- TT&E Roles and Responsibilities
- TT&E Event Methodology
- Evaluate the Need for a Tabletop Exercise
- Example Lab Scenarios and pre-lab hands-on exercise

Module 2 - BCP & DRP
- Goals
- BCP Steps
- Business Impact Analysis
- BCP Team Responsibilities
- Difference Between Preventive Measures and Recovery Strategies
- Multiple Processing Centers
- Plans
- Backup and offsite facilities
- Types of drills and tests

Module 3 - Initial Planning Processes
- Contingency Planning
- Reasons to develop a comprehensive disaster recovery plan
- Planning process methodology
- Ground Rules
- Priorities for Processing and Operations

- Terms and Concepts
- History of Disaster Recovery Planning
- Hands-On LAB 1 Initial Planning Processes

Module 4 - Risk Analysis Outline
- Organizational Assets
- Emergency Management
- Importance of Disaster Recovery Planning
- Organizational Vulnerabilities
- Risk Assessment
- Risk Mitigation
- Approach for Control Implementation
- Good Security Practice
- Keys for Success
- Lab 2 Risk Analysis

Module 5 - Business Impact Analysis Outline
- Identifying and Selecting Data Gathering Strategies
- Identifying All Functions Performed by Organizations
- Determining RTOs and Recovery Prioritizations
- Determining RPOs and Data Currency Requirements
- Identifying Recovery Requirements
- Correlating Information and Formulating BIA Reports
- Lab 3 - Complete a Business Impact Analysis

Module 6 - Recovery Strategy Analysis Outline
- Understanding Roles and Responsibilities of Recovery Organizations and Teams
- Identifying All Recovery Strategies for Data, IT Systems, and Functions
- Understanding Capabilities, Pros and Cons of Strategies
- Analyzing Recovery Requirements and Comparing Requirements Against Strategies
- Determining Most Effective Strategies Based on All Criteria
- Lab 4 - Recovery Strategy

Module 7 - Emergency Response Planning Outline
- Incident Response Team
- Examples of Incidents
- Emergency Response Plan
- Developing an Emergency Plan
- Incident Response Team Structure
- Incident Handling
- Choosing a Containment Strategy
- Lab 5 - Emergency Response Planning

Module 8 - Computer Incident Response
- Terms
- Cybersecurity-related attacks

Response Strategies
Organizing A Computer Security Incident Response Capability
Need for Incident Response
Incident Response Policy
Incident Response Team Structure
Incident Response Team Services
Handling an Incident
Incident Categories
Incident Prioritization
Containment, Eradication, and Recovery
Post-Incident Activity
LAB 6 - Incident Handling

Module 9 - Disaster Recovery Planning
Basic Questions for BIA
Information on the NIST process for BIA
10 absolute basics your plan should cover
Planning Example at USAA
Disaster recovery planning
DRP Goals and Objectives
Keys to Success
Common DRP Mistakes to Avoid
Contingency Plan (DRP) Review
Lab 7 Disaster Recovery

## Delivery Method

Instructor-Led with numerous Hands-On labs and exercises.

## Equipment Requirements

**(This apply's to our hands-on courses only)**

BTS always provides equipment to have a very successful Hands-On course. BTS also encourages all attendees to bring their own equipment to the course. This will provide attendees the opportunity to incorporate their own gear into the labs and gain valuable training using their specific equipment.

## Course Length

5 Days