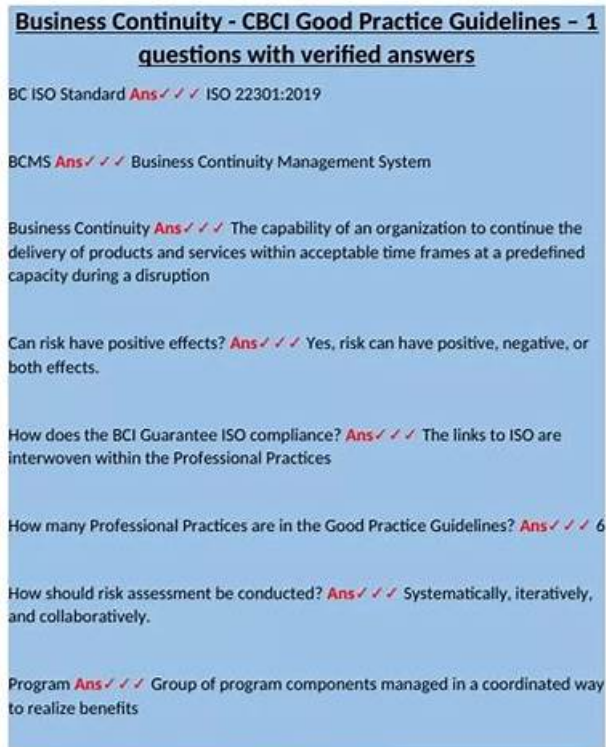


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### BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• Policy and Programme Management and Embedding: This part guides users through establishing a Business Continuity Management System (BCMS), including how to craft governance, define a policy, and embed these elements into the fabric of an organization for long-term sustainability.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>• Validation: This final module emphasizes testing and verifying the effectiveness of implemented plans through exercises and reviews—ensuring that what was designed and implemented actually performs as intended under real-world conditions.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>• Analysis This module dives into the analytical stage, focusing on tools such as Business Impact Analysis (BIA) and risk assessment to identify critical functions and vulnerabilities—essential for understanding what the organization must protect and why.</li></ul>

### BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q13-Q18):

#### NEW QUESTION # 13

Which of the following is used to determine the organization's prioritised activities and the recovery timeframes and resource requirements?

- A. A meeting with owners of product and services activities
- **B. A Business Impact Analysis (BIA)**
- C. An exercise
- D. A risk assessment

**Answer: B**

Explanation:

The CBCI 7.0 course explains that the Business Impact Analysis (BIA) is the foundational tool used to identify and prioritize organizational activities, establish Recovery Time Objectives (RTOs), and determine the resources required for recovery. The BIA evaluates the impact of disruptions on critical activities and quantifies acceptable downtime, guiding the prioritization of recovery efforts. Unlike risk assessments, which identify potential threats, the BIA focuses on operational impacts and recovery priorities. While meetings with activity owners contribute to data collection, it is the structured BIA process that synthesizes this information into actionable recovery targets. Exercises test plans but do not determine priorities.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis, pages 38-42.

#### NEW QUESTION # 14

When establishing a Business Continuity Management System (BCMS), engagement with stakeholders is important. Which of the following is NOT a reason for engaging with internal stakeholders?

- A. Engagement of stakeholders will reduce the potential for conflict at later stages of the programme
- **B. Involving stakeholders will reduce the workload and responsibilities of the Business Continuity Professional as administrative activities can be delegated to other staff**
- C. Early collaboration with colleagues will engage them in the process and secure support for the ongoing development and implementation of the BCMS
- D. Existing policies and procedures may be relevant to the BCMS so early identification will reduce the risk for duplication of

work

**Answer: B**

Explanation:

While stakeholder engagement facilitates collaboration, reduces conflict, and helps identify relevant policies, it does not primarily serve to lessen the workload of the Business Continuity Professional by delegating administrative tasks. The CBCI 7.0 course clarifies that stakeholder involvement is about gaining support, expertise, and ownership rather than shifting administrative burdens. The Business Continuity Professional retains core responsibility for managing the BCMS, though collaboration supports efficient and effective program delivery.

#### **NEW QUESTION # 15**

In relation to Solutions Design, a gap analysis is used to determine whether:

- A. The organization is performing at its optimum financial level
- **B. New strategies and solutions are in order to meet Business Continuity requirements**
- C. Personnel are embracing Business Continuity sufficiently well to deliver Business Continuity requirements
- D. The results of an external audit are justified in terms of internal evidence of Business Continuity achievements

**Answer: B**

Explanation:

A gap analysis is a critical evaluation tool used in the Solutions Design phase to identify differences between existing Business Continuity capabilities and what is required to achieve organizational resilience. The CBCI 7.0 course specifies that this analysis determines if new or revised strategies and solutions are needed to meet Business Continuity requirements effectively. By comparing current states with desired outcomes, the gap analysis highlights areas lacking adequate controls, resources, or processes. It drives decision-making for prioritizing improvements and investments in continuity measures. This systematic assessment ensures that Business Continuity strategies are fit for purpose and aligned with evolving risks and business objectives. It is not focused on financial performance or audit justifications but on actionable capability enhancements.

#### **NEW QUESTION # 16**

Which of the following is NOT correct in relation to the purpose of defining the scope of the Business Continuity Management System (BCMS)?

- **A. It establishes permanent parameters for the BCMS**
- B. It defines the BCMS on the organization's products, services, and activities
- C. It ensures a clear understanding of the areas of the organization that are, and are not, covered by the BCMS
- D. It makes the best use of available time and finances

**Answer: A**

Explanation:

The CBCI 7.0 course explains that defining the BCMS scope is a dynamic process, which means that the parameters set are not necessarily permanent and may be reviewed and revised as organizational needs, risks, and priorities evolve. While the scope provides clarity on which parts of the organization, products, services, and activities are included, it must remain flexible to adapt to change. Permanent or fixed parameters risk locking the BCMS into outdated or incomplete coverage, reducing effectiveness. Efficient use of time and resources is a benefit of appropriate scoping, but permanence is not a characteristic of good scope definition.

Reference: CBCI 7.0 Study Guide, Module 1: Scope and Context, pages 27-30.

#### **NEW QUESTION # 17**

Which of the following parameters would NOT be considered by a resource or activity owner when evaluating and selecting solutions to meet an agreed strategy?

- A. The estimated costs to prepare, implement, operate and maintain the solution
- B. The implementation time required
- **C. The type of exercises to be conducted to validate the strategies and solutions**
- D. The advantages and disadvantages of the proposed solution

