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### BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>• Introduction: This section lays the groundwork for newcomers to business continuity by clarifying what business continuity is, why it matters in organizational resilience, and how its fundamental practices interconnect under the Good Practice Guidelines (GPG) framework.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>• Implementation: This section covers putting the designed continuity strategies into action, including creating and deploying incident response and business continuity plans, structuring effective response teams, and ensuring operational readiness.</li></ul>

Topic 3	<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>
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## BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q84-Q89):

### NEW QUESTION # 84

Which of the following is a technique for collecting Business Impact Analysis (BIA) information?

- A. Monthly budget reviews
- B. Workplace health and safety reviews
- C. Workplace observation
- D. Questionnaires and surveys

**Answer: D**

Explanation:

Questionnaires and surveys are widely used and effective techniques for gathering BIA information. They enable the Business Continuity professional to collect standardized data on activity priorities, dependencies, and recovery requirements from a broad range of stakeholders. The CBCI 7.0 course highlights that well- designed questionnaires provide structured insights while being scalable and efficient, especially in larger organizations. While workplace observation and reviews provide useful context, and budget reviews may give financial perspectives, they are not primary tools for capturing the detailed operational data needed for BIAs.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis, pages 45-48.

### NEW QUESTION # 85

A breakdown of internal and external dependencies that may include priority suppliers is an outcome of:

- A. An Activity Business Impact Analysis (BIA)
- B. A Product and Services Business Impact Analysis (BIA)
- C. An initial assessment
- D. A risk assessment

**Answer: A**

Explanation:

The CBCI 7.0 course explains that an Activity Business Impact Analysis (BIA) provides detailed identification of dependencies necessary to deliver prioritized products and services. This includes internal dependencies such as departments and resources, and external dependencies such as suppliers and partners.

Mapping these dependencies is crucial to understanding potential vulnerabilities and planning continuity solutions that address both internal process interrelations and supply chain considerations. The Product and Services BIA focuses more on outcomes and impacts, while risk assessments identify threats but do not detail operational dependencies. Initial assessments are broader and less detailed.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis, pages 41-44.

### NEW QUESTION # 86

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

administrative activities can be delegated to other staff

**Answer: D**

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.

Reference: CBCI 7.0 Study Guide, Module 1: Stakeholder Engagement, pages 19-22.

#### NEW QUESTION # 87

Which of the following is a way to ensure that personnel remain committed to Business Continuity and to protecting the organization from the effects of disruption?

- A. Providing updates on Business Continuity activities via the intranet which personnel can find and read if they are interested
- B. Making it a disciplinary offence for personnel to miss relevant Business Continuity meetings and training events
- C. Including Business Continuity as part of the introduction to meetings and events in order to strengthen and maintain the relationship between personnel and the organization
- D. Holding annual assessments of Business Continuity knowledge and understanding and setting minimum pass standards which personnel must meet

**Answer: C**

Explanation:

To foster commitment, Business Continuity must be embedded in the daily organizational culture, not merely treated as an administrative requirement or compliance exercise. The CBCI 7.0 course highlights that including Business Continuity topics in the introductions to meetings and events encourages ongoing dialogue and reinforces its importance. This practice nurtures a sense of shared responsibility and engagement, which is more effective than punitive measures or passive communication. Embedding Business Continuity in routine interactions helps personnel internalize its significance, promotes continual awareness, and strengthens their relationship with the organization's resilience goals. This proactive, inclusive approach ensures commitment is sustained over time, improving response effectiveness during disruptions.

Reference: CBCI 7.0 Study Guide, Module 4: Developing a Business Continuity Culture, pages 65-68.

#### NEW QUESTION # 88

When developing solutions for people strategies, solutions to recover activities with a short Recovery Time Objective (RTO) requiring redeployment of personnel should be supported by:

- A. The development of training material including all relevant information and procedures so that this can be made available when required
- B. Recruitment of additional personnel so that the organization always has access to surplus staff in case of an incident occurring
- C. Links to social media so the organization can run an extensive recruitment campaign both inside and outside the organization if a disruptive event occurs
- D. Induction and training by an operational manager at the time when the disruption is underway so that individuals can build understanding and confidence prior to commencing the allocated tasks

**Answer: A**

Explanation:

Short RTOs necessitate rapid recovery actions that often require personnel to perform tasks they may not usually undertake. The CBCI 7.0 course outlines that providing accessible, comprehensive training materials in advance ensures personnel can quickly familiarize themselves with necessary procedures during a disruption. This proactive preparation supports redeployment without delay, building confidence and reducing errors. While recruitment and on-the-fly training are options, relying on real-time induction is risky and can delay recovery. Social media recruitment is impractical during crises due to time constraints.

Preparedness through training material is key for agility.

Reference: CBCI 7.0 Study Guide, Module 5: People Strategies, pages 98-101.

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