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BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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.
Topic 2	<ul style="list-style-type: none">• 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.
Topic 3	<ul style="list-style-type: none">• 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.

Topic 4	<ul style="list-style-type: none"> • 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.
Topic 5	<ul style="list-style-type: none"> • Design: Here, learners explore how to translate analysis into strategic plans by developing continuity designs that mitigate identified risks, ensuring critical operations remain functional or can be quickly restored during disruptions.

BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q59-Q64):

NEW QUESTION # 59

Why is a risk assessment usually conducted after a Business Impact Analysis (BIA) as part of the analysis stage?

- A. Conducting a BIA ties up personnel on this project; so resources are not available to conduct the risk assessment until after personnel are released from the BIA project
- B. Risk assessments are not required until after the organization's business plan has been updated to confirm any changes in plans as a result of the BIA
- C. A risk assessment is not required until Business Continuity solutions based on the outcomes of the BIA have been developed for review
- **D. Conducting the risk assessment after the BIA has identified priorities enables the risk assessment to maximise investment in risk treatments where they are most needed**

Answer: D

Explanation:

The CBCI 7.0 course states that conducting the risk assessment after the BIA allows the organization to prioritize risk treatments effectively by focusing on the critical activities identified during the BIA. The BIA highlights which business functions are most important and the impact of their disruption, enabling the risk assessment to concentrate on threats that could affect these priority areas. This sequencing ensures that resources and mitigation efforts are directed toward protecting the most significant risks impacting continuity objectives. Resource availability is not the primary reason, and risk assessments are integral to ongoing BCMS maintenance rather than conditional on business plan updates or solution development.

Reference: CBCI 7.0 Study Guide, Module 3: Risk Assessment Integration, pages 53-56.

NEW QUESTION # 60

When preparing to carry out a Business Impact Assessment (BIA), the Business Continuity professional should:

- **A. Review all relevant organization documents to help assess the appropriate parameters and factors to be applied during the process**
- B. Consult with personnel to determine preferred ways of working in different departments
- C. Consider the potential recovery strategies and solutions that may be implemented
- D. Ensure that the process includes an external communications procedure

Answer: A

Explanation:

The CBCI 7.0 course advises that before conducting a BIA, the Business Continuity professional should review organizational documents such as strategic plans, operational procedures, and risk registers to understand the context and determine appropriate parameters like impact categories and assessment criteria.

This preparation ensures that the BIA is aligned with organizational objectives and risks, enhancing the accuracy and relevance of findings. While consulting personnel, considering recovery strategies, and communication procedures are important, these typically occur later in the BCMS lifecycle. Proper groundwork through document review is essential for a focused and effective BIA process.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis, pages 40-43.

NEW QUESTION # 61

Where social media is a key element in an organization's communications response strategy, it is important for the organization to:

- A. Limit social media engagement to one-way communications as only the organization's formal statements and opinions are required
- **B. Build up followers and establish a social media presence before an incident**
- C. Empower all staff to engage with social media to ensure that information during a disruption can be delivered quickly
- D. Ensure all staff who engage with social media are aware of the need to keep a note of their engagement in case valuable contacts are secured through this route

Answer: B

Explanation:

The CBCI 7.0 course highlights that an effective social media strategy requires establishing and nurturing a following before incidents occur. A pre-existing audience ensures messages disseminated during disruptions reach stakeholders promptly and credibly. While empowering staff to engage may lead to inconsistent messaging and risks, centralized management ensures accuracy and control. Recording engagement can be useful but is secondary. Limiting social media to one-way communications may reduce interaction but safeguards message consistency. Building presence early is foundational to effective crisis communications.

Reference: CBCI 7.0 Study Guide, Module 6: Crisis Communications, pages 110-114.

NEW QUESTION # 62

Which of the following is a factor to be taken into consideration when developing and using risk assessments?

- A. Risk assessments will need to work undertaken during the Business Impact Analysis (BIA) to determine the products, services, and activities that need to be
- **B. Risk assessments are based on estimations of the likelihood and consequences of a risk occurring**
- C. The time that has elapsed since the last assessment of risks in order to maintain its currency
- D. Risk assessments are primarily produced as information for regulators and auditors to provide evidence that the organization is monitoring and managing risks

Answer: B

Explanation:

The CBCI 7.0 course explains that risk assessments fundamentally rely on evaluating the likelihood of risk occurrence and the consequences if they materialize. This probabilistic approach enables prioritization and treatment planning. Although risk assessments inform BIAs and regulatory compliance, their primary purpose is to analyze potential risks in terms of impact and probability to guide effective continuity strategies.

Currency (timeliness) is important but secondary to the quality of likelihood and consequence evaluations, which form the basis of all risk decisions.

Reference: CBCI 7.0 Study Guide, Module 3: Risk Assessment Fundamentals, pages 48-51.

NEW QUESTION # 63

The purpose of an external audit of the Business Continuity Management System (BCMS) is to:

- A. Confirm that the organization is fully prepared to respond to incidents
- B. Assess the performance of the members of top management team in relation to Business Continuity
- **C. Provide independent assurance on a set of Business Continuity processes and controls**
- D. Make recommendations on alternative ways of meeting recovery time objectives (RTOs)

Answer: C

Explanation:

External audits provide independent verification that the BCMS complies with relevant standards, policies, and regulatory requirements. The CBCI 7.0 course clarifies that audits assess the design, implementation, and effectiveness of Business Continuity processes and controls to assure stakeholders that the system functions as intended. The audit does not specifically test operational readiness or management performance but focuses on conformance and control integrity, enabling informed decision-making about system improvements.

Reference: CBCI 7.0 Study Guide, Module 6: Audit and Review, pages 135-138.

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