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What does the business continuity policy do **Correct Answer** It sets out the purpose, scope and governance of the business continuity programme

If an organisation doesn't have any business continuity capacity **Correct Answer** Get an interim structure and plan in place

The BCP should be what **Correct Answer** Short, precise and to the point

Business Continuity should include **Correct Answer**
Definition for use.
Objectives and scope
Roles and responsibilities
Legals and standards
Identification of interested parties
Measurement and review frequency and methods
Sign off and comms

The definition of scope should be? **Correct Answer** Which areas of the organisation are included and which aren't. A grasp of the organisation's strategies, objectives and culture and its risk appetite.
Also list its regulatory constraints

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q14-Q19):

NEW QUESTION # 14

Which of the following is the first step in the process for developing recovery strategies and solutions?

- A. Carrying out a gap analysis to determine needs
- B. Training personnel to carry out strategy determination activities
- C. Consulting relevant stakeholders on draft designs and proposals
- D. Developing a Business Continuity policy

Answer: A

Explanation:

The CBCI 7.0 course clarifies that conducting a gap analysis is the initial step in developing recovery strategies and solutions. The gap analysis compares current Business Continuity capabilities with the requirements identified in the BIA and risk assessments, highlighting deficiencies that must be addressed.

This systematic evaluation informs strategy development by identifying where improvements or new solutions are necessary. While policy development and stakeholder consultation are important subsequent steps, gap analysis provides the evidence base required for informed decision-making. Training personnel comes later as part of implementation.

Reference: CBCI 7.0 Study Guide, Module 5: Solutions Design, pages 91-95.

NEW QUESTION # 15

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

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

Answer: C

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 # 16

Which of the following is NOT correct in relation to Business Continuity plans?

- A. They should be validated before being deemed operational
- B. They should be kept up to date
- C. They may include scenario-specific plans that are designed to address a particular threat
- D. They should contain detailed step-by-step instructions on what to do for every eventuality that could occur

Answer: D

Explanation:

The CBCI 7.0 course explains that Business Continuity plans should not contain detailed step-by-step instructions for every possible eventuality, as this is impractical and can lead to overly complex, difficult-to-maintain plans. Instead, plans should provide clear, actionable guidance and procedures that focus on managing the most likely or impactful scenarios. Scenario-specific plans targeting particular threats can complement overarching plans to address specific risks more thoroughly. Validation through exercises and reviews is essential to confirm operational readiness, and plans must be regularly updated to reflect changes in organizational context, resources, and threats. Over-detailing can hinder flexibility and rapid decision-making during actual incidents.

Reference: CBCI 7.0 Study Guide, Module 5: Plans and Procedures, pages 80-82.

NEW QUESTION # 17

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

- A. An Activity Business Impact Analysis (BIA)
- B. An initial assessment
- C. A Product and Services Business Impact Analysis (BIA)
- 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 # 18

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

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

Answer: A

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 # 19

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