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BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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.
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">• 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 4	<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 5	<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.

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q19-Q24):

NEW QUESTION # 19

As part of the process to develop a Business Continuity policy, it is important to ensure that:

- A. All personnel who are provided with a copy of the policy are required to confirm that they will treat its contents as confidential
- B. Communications specialists take control of the distribution of the policy and the management of any future revisions
- C. Access to the policy is restricted to top management and department heads
- **D. The policy is communicated widely within the organization**

Answer: D

Explanation:

The CBCI 7.0 course emphasizes that wide communication of the Business Continuity policy is vital to ensure that all personnel understand the organization's commitment to continuity and their roles within the BCMS. Transparency fosters engagement and accountability, encouraging personnel to embrace continuity practices. Restricting access limits awareness and can hinder implementation. While confidentiality might apply to sensitive procedures, the policy itself should be broadly accessible. Communication specialists may support distribution but ownership of policy dissemination and updates remains a governance responsibility to ensure consistency and reach.

Reference: CBCI 7.0 Study Guide, Module 1: Policy and Communication, pages 16-19.

NEW QUESTION # 20

Which of the following would be the most effective and motivating way to share information that is intended to influence personnel to embrace Business Continuity?

- **A. Use language that is clear and easily accessible to all when producing documents, presentations or training materials**
- B. Provide detailed explanations on all of the organization and set regular tests to ensure that personnel are taking sufficient interest
- C. Ensure that attendance at meetings is recorded and reflected in the staff performance appraisals
- D. Send all information via email or the intranet on the assumption that this will be everyone's preferred, and most convenient, form of communication

Answer: A

Explanation:

The CBCI 7.0 course highlights that the most effective way to motivate personnel is through clear, accessible, and engaging communication. Materials should be understandable regardless of role or background, avoiding jargon and complexity. This clarity facilitates comprehension and fosters genuine interest in Business Continuity. Detailed explanations and testing may overwhelm or alienate, while relying solely on email or intranet assumes preferences that may not be universal. Recording attendance links to compliance rather than motivation. Tailoring communication style and delivery to audience needs maximizes engagement and encourages embracement.

Reference: CBCI 7.0 Study Guide, Module 4: Communication and Engagement, pages 71-74.

NEW QUESTION # 21

Which of the following actions will lead to the protection of priority activities with respect to their Recovery Time Objectives (RTOs) and will limit the impacts of disruptions to prioritised activities?

- A. Conducting a risk assessment
- **B. Creating a set of approved strategies and solutions to mitigate unacceptable risks and single points of failure**
- C. Grouping unacceptable risks and single points of failure by owner and having discussions with each activity and resource owner

- D. Conducting an Activity Business Impact Analysis (BIA)

Answer: B

Explanation:

Protecting priority activities and meeting their RTOs involves developing and implementing effective strategies and solutions that address unacceptable risks and single points of failure. The CBCI 7.0 course explains that after identifying risks and critical points, creating approved and actionable mitigation strategies is essential to limit disruption impacts and ensure recovery within targeted timeframes. While risk assessments and BIAs inform these strategies, it is the actual development and approval of solutions that directly safeguard continuity. Grouping risks by owner is part of the process but does not itself provide protection.

Reference:CBCI 7.0 Study Guide, Module 5: Solutions Design, pages 90-94.

NEW QUESTION # 22

The Recovery Time Objective (RTO), competency of team members, and complexity of the processes to be recovered are factors that will play a role in determining the level of detail contained in:

- A. Strategic plans
- B. Crisis communication plans
- **C. Operational plans**
- D. Emergency response plans

Answer: C

Explanation:

Operational plans require detailed instructions tailored to the recovery needs of specific activities. The CBCI 7.0 course explains that factors such as the RTO, the skills of recovery teams, and process complexity influence the granularity of these plans. Shorter RTOs or complex processes demand more detailed operational plans to guide recovery actions precisely and minimize delays. Strategic plans set high-level direction and are less detailed; crisis communication and emergency response plans focus on information and immediate safety rather than detailed recovery steps.

Reference:CBCI 7.0 Study Guide, Module 5: Plans and Procedures, pages 85-88.

NEW QUESTION # 23

Which of the following elements would NOT be validated by an exercise?

- A. The effectiveness and usability of relevant procedures
- B. The reliability of systems and equipment
- **C. The design and effectiveness of the business impact analysis process**
- D. The availability of key information when required

Answer: C

Explanation:

Exercises focus on validating the practical elements of Business Continuity arrangements, including the availability of key information, usability of procedures, and reliability of systems and equipment under simulated conditions. The CBCI 7.0 course clearly distinguishes that the business impact analysis (BIA) process itself is a planning and analysis activity, not a response function, and therefore is not subject to validation through exercises. BIAs are validated through reviews and audits rather than operational testing. Exercises are designed to test response and recovery capabilities, communication flows, and system robustness in real-time or simulated disruptions. Validating the BIA design requires analytical review, stakeholder engagement, and continuous improvement processes, which occur separately from exercises. This differentiation ensures that exercises focus on operational readiness rather than procedural design.

Reference:CBCI 7.0 Study Guide, Module 6: Exercising and Validation, pages 115-117.

NEW QUESTION # 24

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