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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">• 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 3	<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.

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q20-Q25):

NEW QUESTION # 20

In order to implement appropriate initiatives for influencing personnel to embrace Business Continuity and a Business Continuity culture, the Business Continuity professional should start by:

- A. Carrying out a gap analysis to identify whether the Business Continuity resumption capabilities meet the Business Continuity needs
- B. Estimating the gap between the extent to which Business Continuity is currently embraced in the organization and the desired level at which Business Continuity should be embraced
- C. Implementing a communications strategy to share information about the gaps in the organization's current Business Continuity plans
- D. Conducting a Business Impact Analysis (BIA) that can be shared with all personnel

Answer: B

Explanation:

The CBCI 7.0 course stresses that the initial step in fostering a Business Continuity culture is estimating the gap between the current level of personnel engagement and the desired state of embracement. This assessment identifies areas where awareness, commitment, or understanding are lacking, providing a baseline to tailor targeted initiatives. This gap analysis enables prioritization of interventions, whether training, communication, or leadership engagement, to bridge the cultural divide effectively. While BIAs and communication strategies support broader continuity efforts, assessing cultural gaps is a necessary precursor to driving meaningful behavioural change.

Reference: CBCI 7.0 Study Guide, Module 4: Business Continuity Culture, pages 68-70.

NEW QUESTION # 21

The process that ensures that an organization's Business Continuity arrangements are up to date and ready to respond to incidents and their impacts despite changes to its structure or changes in its operational context is:

- A. Maintenance
- B. Gap analysis
- C. Review
- D. Internal audit

Answer: A

Explanation:

Maintenance refers to the ongoing process of keeping Business Continuity arrangements current and effective in light of organizational or contextual changes. The CBCI 7.0 course clarifies that maintenance involves regular reviews, updates, testing, and adjustments to plans and processes, ensuring readiness and relevance.

While review and audit are important, maintenance is the active continuous process that adapts the BCMS to evolving needs.

Reference: CBCI 7.0 Study Guide, Module 6: Maintenance and Continual Improvement, pages 140-143.

NEW QUESTION # 22

An example of regularly planned ongoing maintenance of the Business Continuity Management System (BCMS) is:

- A. Taking corrective actions to revise the Business Continuity plan after an actual incident
- B. Examining with department heads the performance of their systems following near misses
- **C. Performing a check of backup equipment at the alternate site on a monthly basis**
- D. Making changes to the evacuation procedures after an emergency building evacuation demonstrates the procedures include unexpected risks

Answer: C

Explanation:

The CBCI 7.0 course highlights that regularly scheduled maintenance activities, such as monthly checks of backup equipment, are essential for ensuring that Business Continuity resources remain operational and ready for use. Such preventative maintenance helps detect failures before incidents occur, supporting system reliability. While corrective actions and reviews following incidents or near misses are important, ongoing, planned maintenance is the proactive foundation of system resilience. Evacuation procedure changes are reactive and part of continual improvement, but routine equipment checks represent essential planned maintenance.

Reference: CBCI 7.0 Study Guide, Module 6: Maintenance and Continual Improvement, pages 140-142.

NEW QUESTION # 23

The Process Business Impact Analysis (BIA):

- A. Is optional and may be omitted
- B. Excludes processes that have been outsourced
- C. Is conducted prior to the Product and Services BIA
- **D. Identifies resource requirements and interdependencies**

Answer: D

Explanation:

The Process BIA focuses on understanding internal processes, their resource needs, and dependencies that impact the delivery of products and services. The CBCI 7.0 course underlines that this BIA level identifies critical resources, interdependencies among activities, and potential bottlenecks. It complements Product and Service BIAs by providing detailed operational insights necessary for designing effective recovery strategies.

Processes outsourced to third parties are typically included to ensure a complete picture. This analysis is a core component of the BIA framework and is not optional.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis, pages 40-44.

NEW QUESTION # 24

The time period defined by the Recovery Time Objective (RTO) should always be less than which of the following?

- A. The Recovery Point Objective (RPO)
- **B. The Maximum Tolerable Period of Disruption (MTPD)**
- C. The Minimum Business Continuity Objective (MBCO)
- D. The standard timeline set by the organization's customer services charter

Answer: B

Explanation:

The RTO represents the maximum acceptable time to restore activities following disruption, and it must always be shorter than the Maximum Tolerable Period of Disruption (MTPD), which is the absolute limit before unacceptable impacts occur. The CBCI 7.0 course explains that this ensures recovery efforts occur within tolerable timeframes, preventing critical losses. The RPO concerns data restoration points and is not a time period comparison. The MBCO relates to minimum acceptable outputs and is not a time-based measure.

Reference: CBCI 7.0 Study Guide, Module 3: Recovery Objectives, pages 57-60.

NEW QUESTION # 25

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