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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>• 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>
Topic 3	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 4	<ul style="list-style-type: none"><li>• 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.</li></ul>
Topic 5	<ul style="list-style-type: none"><li>• 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.</li></ul>

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## **BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q54-Q59):**

### **NEW QUESTION # 54**

Which of the following is a factor that should be taken into consideration when developing an exercise program?

- A. A single type of exercise should be used for all so that participants become familiar with the structure and approach of the exercise activities
- B. It is necessary to carry out exercises for only a sample of the plans and recovery teams in place
- **C. It requires a series of events and activities scheduled over a period of time**
- D. It is necessary to carry out exercises only once as initial tests will provide all of the required information

**Answer: C**

Explanation:

Developing an effective exercise program involves planning a series of varied events and activities over time to comprehensively test and validate different aspects of Business Continuity. The CBCI 7.0 course underlines that exercises should be progressive, increasing in complexity and scope, to build capability and confidence. Conducting exercises only once or relying on a single type of exercise limits effectiveness and can lead to gaps in readiness. Similarly, sampling plans restricts full organizational preparedness. A systematic, scheduled program ensures continuous improvement and coverage across plans and teams.

Reference: CBCI 7.0 Study Guide, Module 6: Exercising and Validation, pages 119-121.

### **NEW QUESTION # 55**

Which of the following is NOT correct in relation to the purpose of defining the scope of the Business Continuity Management System (BCMS)?

- A. It makes the best use of available time and finances
- **B. It establishes permanent parameters for the BCMS**
- C. It defines the BCMS on the organization's products, services, and activities
- D. It ensures a clear understanding of the areas of the organization that are, and are not, covered by the BCMS

**Answer: B**

Explanation:

The CBCI 7.0 course explains that defining the BCMS scope is a dynamic process, which means that the parameters set are not necessarily permanent and may be reviewed and revised as organizational needs, risks, and priorities evolve. While the scope provides clarity on which parts of the organization, products, services, and activities are included, it must remain flexible to adapt to change. Permanent or fixed parameters risk locking the BCMS into outdated or incomplete coverage, reducing effectiveness. Efficient use of time and resources is a benefit of appropriate scoping, but permanence is not a characteristic of good scope definition.

Reference: CBCI 7.0 Study Guide, Module 1: Scope and Context, pages 27-30.

### **NEW QUESTION # 56**

Which of the following factors affects the way in which an organization selects and combines the different types of Business Impact Analysis (BIA)?

- A. The outcomes of a gap analysis to identify where there is greatest need for Business Continuity capability to be improved
- **B. The scope of the Business Continuity Management System (BCMS)**
- C. Consultation with internal and external stakeholders on the extent of analysis that is required
- D. The outcomes of an organization's risk assessment to determine which part of the organization is at greatest risk

**Answer: B**

Explanation:

The CBCI 7.0 course explains that the scope of the BCMS is the primary factor influencing the selection and combination of BIA types (e.g., activity, product, or process BIAs). The scope defines which organizational units, activities, and resources are covered, thereby guiding the level and focus of impact analysis. While risk assessments, gap analyses, and stakeholder consultations inform aspects of BCMS development, they do not determine the BIA methodology as directly as the defined scope. Aligning BIAs to scope ensures consistency and resource-effective analysis.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis, pages 43-45.

#### NEW QUESTION # 57

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

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

**Answer: B**

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 # 58

What should an organization do when it does not yet have fully developed Business Continuity (BC) solutions, response structures, and Business Continuity plans in place?

- **A. Develop and implement an interim crisis management plan**
- B. Conduct an initial Business Impact Analysis (BIA)
- C. Outsource the response to a Business Continuity service provider when a crisis or disruption occurs
- D. Implement a "go to" strategy and acquire the required resources, equipment, and services when disruption occurs

**Answer: A**

Explanation:

When an organization lacks fully developed BC solutions, response structures, or plans, the CBCI 7.0 course recommends the immediate development and implementation of an interim crisis management plan. This plan serves as a temporary framework to manage disruptions while the comprehensive BCMS is being established. An interim plan prioritizes rapid response capability, outlining essential roles, responsibilities, and immediate actions to stabilize incidents. Conducting a BIA is important but follows initial crisis preparedness. Outsourcing or reactive procurement of resources without a foundational plan risks ad hoc responses and inefficiency. Establishing an interim plan ensures the organization is not unprepared during the transition towards a mature BCMS.

Reference: CBCI 7.0 Study Guide, Module 1: Establishing the BCMS, pages 20-24.

#### NEW QUESTION # 59

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