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BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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">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 4	<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.
Topic 5	<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.

BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q71-Q76):

NEW QUESTION # 71

Which of the following solutions in the context of building and work environment resources would support a strategy of relocating operations to another work area belonging to the organization should an incident occur?

- A. Re-purpose work areas and facilities to enable working arrangements for organization personnel during a disruption
- B. Contract former employees and contractors to undertake work at the replacement during a disruption
- C. Advise personnel that they will have to work around the existing workstations and equipment in the alternative site as it will be an emergency situation
- D. Create a separate supply chain to support the alternative site in the case of an incident occurring

Answer: A

Explanation:

The CBCI 7.0 course outlines that a key solution to support relocation strategies involves re-purposing existing work areas and facilities to accommodate essential personnel and functions during disruptions. This may involve modifying spaces, reallocating equipment, or adapting layouts to maintain operations efficiently.

Such pre-planning ensures that the organization can resume activities quickly and safely. Contracting former employees or creating separate supply chains may assist but are secondary to establishing viable physical environments. Expecting personnel to adapt to unprepared facilities risks inefficiency and morale issues.

Proactive adaptation of workspace is a cornerstone of effective relocation strategies.

Reference: CBCI 7.0 Study Guide, Module 5: Solutions Design, pages 90-92.

NEW QUESTION # 72

The organization's requirements for information and data resources should be considered as part of the Activity Business Impact Analysis (BIA). Which of the following is correct in relation to the Recovery Point Objective (RPO)?

- A. The RPO establishes the amount of time that IT services can be disrupted before the organization is impacted
- B. The RPO should comply with data protection requirements
- C. All data users and activities have the same requirements; so only limited consultation is required to determine the RPO
- D. The RPO is the point to which information must be restored to enable all priority activities to operate on resumption

Answer: D

Explanation:

Recovery Point Objective (RPO) defines the maximum acceptable age of data to be recovered following a disruption, effectively setting the point in time to which information must be restored. The CBCI 7.0 course explains that RPOs vary depending on the priority and criticality of activities, requiring consultation with data users to ensure continuity needs are met accurately. RPOs are crucial for developing backup and data recovery strategies and directly influence the selection of technical solutions. While data protection compliance is necessary, it is not the primary function of RPO. Additionally, RPO focuses on data restoration points, not on the duration IT services can be disrupted—that relates to Recovery Time Objective (RTO).

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis and Recovery Objectives, pages 56-59.

NEW QUESTION # 73

A strategic plan:

- A. Should identify viable options to coordinate efforts of the operational teams
- B. May contain procedures for coordinating the transportation of personnel to alternate facilities
- C. Should contain procedures for responding to emergencies, including threats to life, or the environment
- D. **May be supported by a separate crisis communications plan**

Answer: D

Explanation:

Strategic plans set the overarching framework and objectives for Business Continuity and are often supported by separate tactical or crisis communication plans tailored to communication needs during disruptions. The CBCI 7.0 course clarifies that while strategic plans guide overall responses, detailed emergency procedures and logistics coordination typically reside in operational or tactical plans, ensuring clarity and focus at different planning levels.

Reference: CBCI 7.0 Study Guide, Module 5: Solutions Design and Planning, pages 100-103.

NEW QUESTION # 74

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. **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**
- B. Carrying out a gap analysis to identify whether the Business Continuity resumption capabilities meet the Business Continuity needs
- C. Conducting a Business Impact Analysis (BIA) that can be shared with all personnel
- D. Implementing a communications strategy to share information about the gaps in the organization's current Business Continuity plans

Answer: A

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 # 75

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 an organization's risk assessment to determine which part of the organization is at greatest risk
- B. The outcomes of a gap analysis to identify where there is greatest need for Business Continuity capability to be improved

- **C. The scope of the Business Continuity Management System (BCMS)**
- D. Consultation with internal and external stakeholders on the extent of analysis that is required

Answer: C

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 # 76

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