

BUSINESS CONTINUITY AND CRISIS MANAGEMENT | COURSE BROCHURE

Certificate in IT Disaster Recovery Planning (CITDRP)

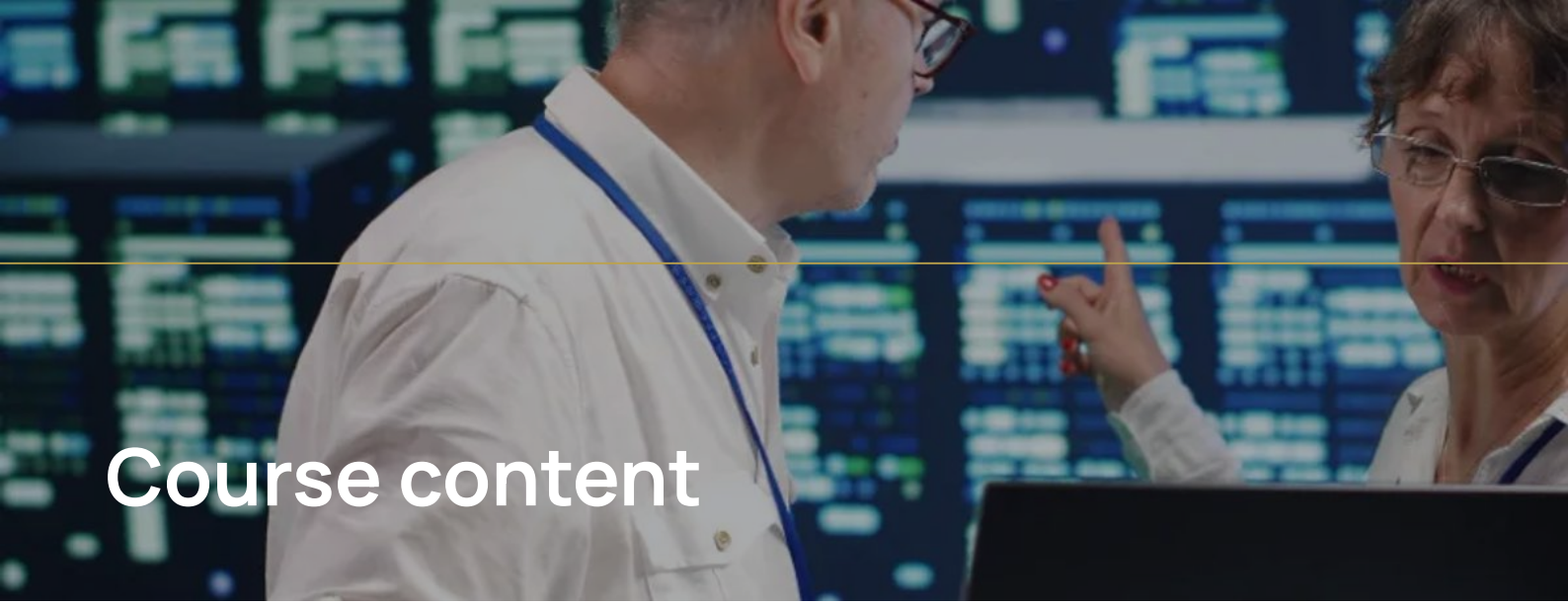
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course provides a comprehensive framework for IT Disaster Recovery Planning (DRP), focusing on risk assessment, recovery strategies, plan development, and testing. Participants will gain practical skills to create and implement effective disaster recovery plans tailored to their organisational needs.

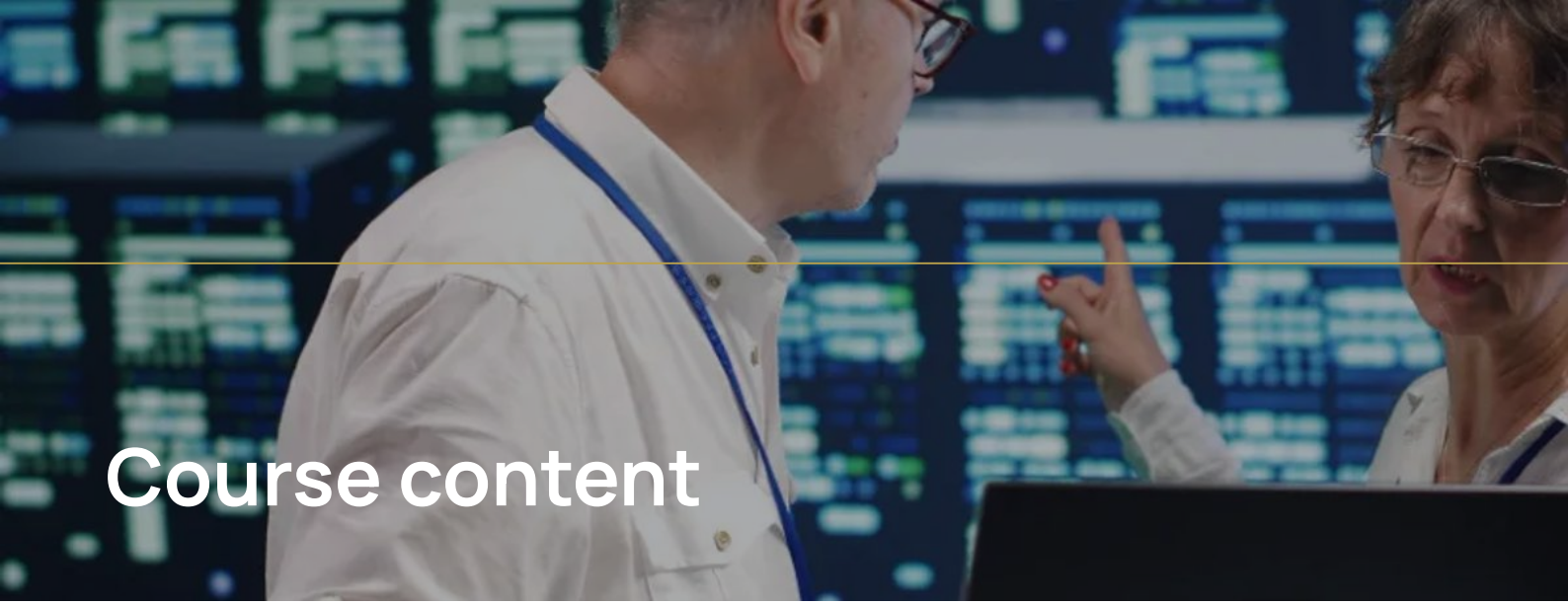
Organisations face increasing threats from cyberattacks, natural disasters, and system failures, making effective disaster recovery planning essential. Participants will learn to identify vulnerabilities, assess risks, and develop strategies to mitigate them. This ensures business continuity, minimises downtime, and protects critical data, which is vital for maintaining stakeholder trust and regulatory compliance. The course will empower participants to make informed decisions regarding resource allocation, recovery prioritisation, and stakeholder communication, which are crucial in crisis situations. By mastering these skills, professionals will enhance their organisation's resilience and responsiveness to disruptions, ultimately safeguarding their operational integrity and reputation.
Through practical exercises and real-world scenarios, participants will enhance their ability to assess risks, design recovery strategies, and create actionable disaster recovery plans. They will engage in collaborative workshops that simulate decision-making processes, enabling them to practice prioritising recovery tasks and allocating resources effectively. Participants will also learn how to conduct testing and validation of their plans, ensuring they are robust and actionable. This hands-on approach equips professionals with the skills needed to implement effective recovery measures in their organisations. By the end of the course, attendees will be prepared to lead their teams in disaster recovery efforts, ensuring a swift and efficient response to any crisis.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of case studies, collaborative workshops, and simulation exercises to build practical skills in IT disaster recovery planning. Participants will engage in scenario-based activities that require them to analyse risks, design recovery strategies, and develop comprehensive disaster recovery plans. Outputs will include risk assessment reports, recovery strategy documents, and a complete disaster recovery plan, ensuring participants can apply their learning directly to their workplace. Additionally, peer reviews and feedback sessions will enhance understanding and foster collaborative learning, allowing participants to refine their plans based on diverse perspectives and experiences. This interactive approach ensures that participants leave with not only theoretical knowledge but also practical capabilities that can be immediately implemented.



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Course objectives

By the end of this course, participants will be able to:
• Analyse organisational vulnerabilities to identify critical IT assets and potential threats.
• Design a comprehensive disaster recovery plan that addresses identified risks and recovery objectives.
• Assess various disaster recovery strategies and their applicability to different scenarios.
• Construct a risk assessment report detailing potential impacts and recovery priorities.
• Prioritise recovery tasks based on business impact analysis and resource availability.
• Evaluate the effectiveness of disaster recovery plans through testing and simulation exercises.

Target audience

This course is suitable for:
• IT Managers responsible for disaster recovery planning and implementation.
• Business Continuity Planners focused on integrating IT recovery into broader business strategies.
• System Administrators tasked with maintaining IT infrastructure resilience.
• Risk Management Professionals involved in assessing and mitigating IT-related risks.

Target competencies

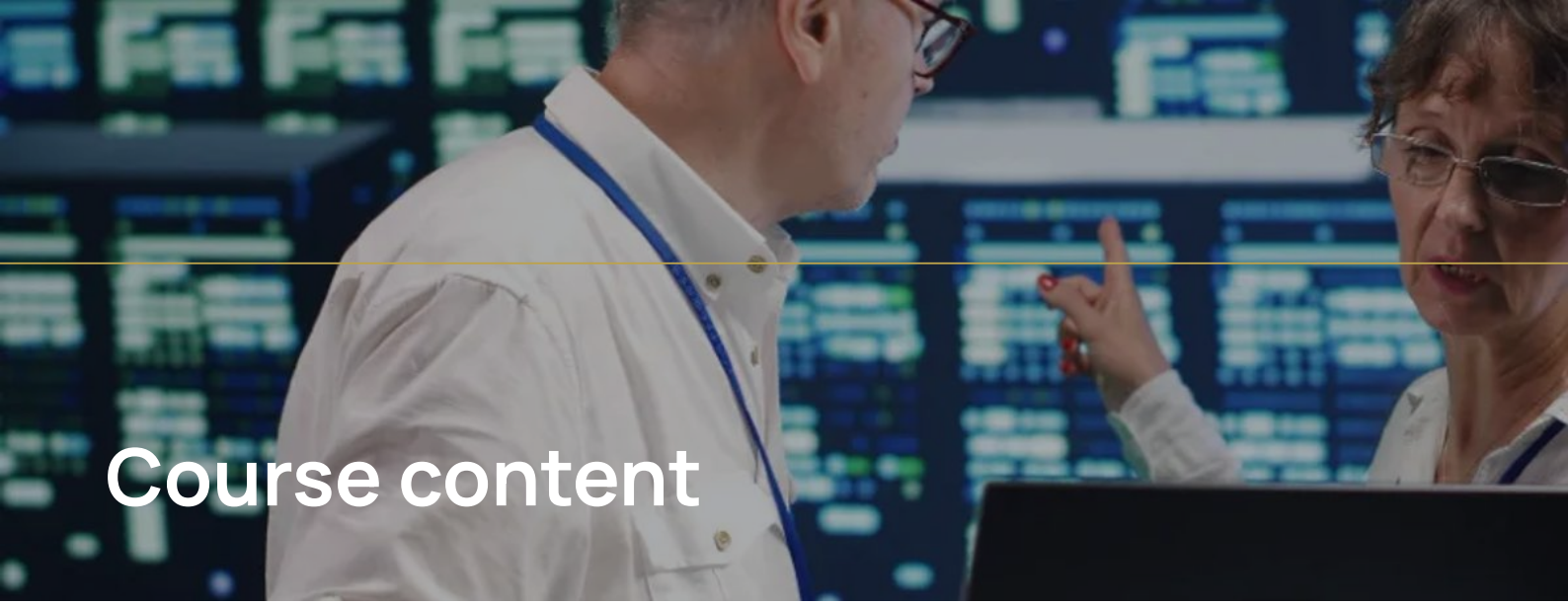
Participants will develop competencies in:
• Conduct thorough risk assessments to identify vulnerabilities.
• Develop actionable disaster recovery strategies tailored to organisational needs.
• Implement and test disaster recovery plans effectively.
• Facilitate communication and training related to disaster recovery processes.
• Evaluate and improve existing disaster recovery plans based on testing outcomes.
• Integrate disaster recovery planning with overall business continuity strategies.

Course outline

Day 1: Understanding IT Disaster Recovery

Applied activity: Participants will conduct a risk assessment for a fictional organisation, identifying critical assets and potential threats. They will work in groups to present their findings and discuss implications for disaster recovery planning, including prioritisation of assets and potential recovery strategies.
Output: A risk assessment report highlighting vulnerabilities and critical IT assets.

09:00–09:54	Define disaster recovery and its importance in IT management.
09:54–10:48	Identify key components of a disaster recovery plan and their roles.



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10:48–11:00	Explore regulatory and compliance requirements for disaster recovery planning.
11:00–11:30	**Coffee break**
11:30–12:12	Explore regulatory and compliance requirements for disaster recovery planning. (continued)
12:12–13:06	Discuss common threats and vulnerabilities to IT systems and their impact.
13:06–14:00	Review case studies of disaster recovery failures and successes to identify lessons learned.

Day 2: Developing a Disaster Recovery Strategy

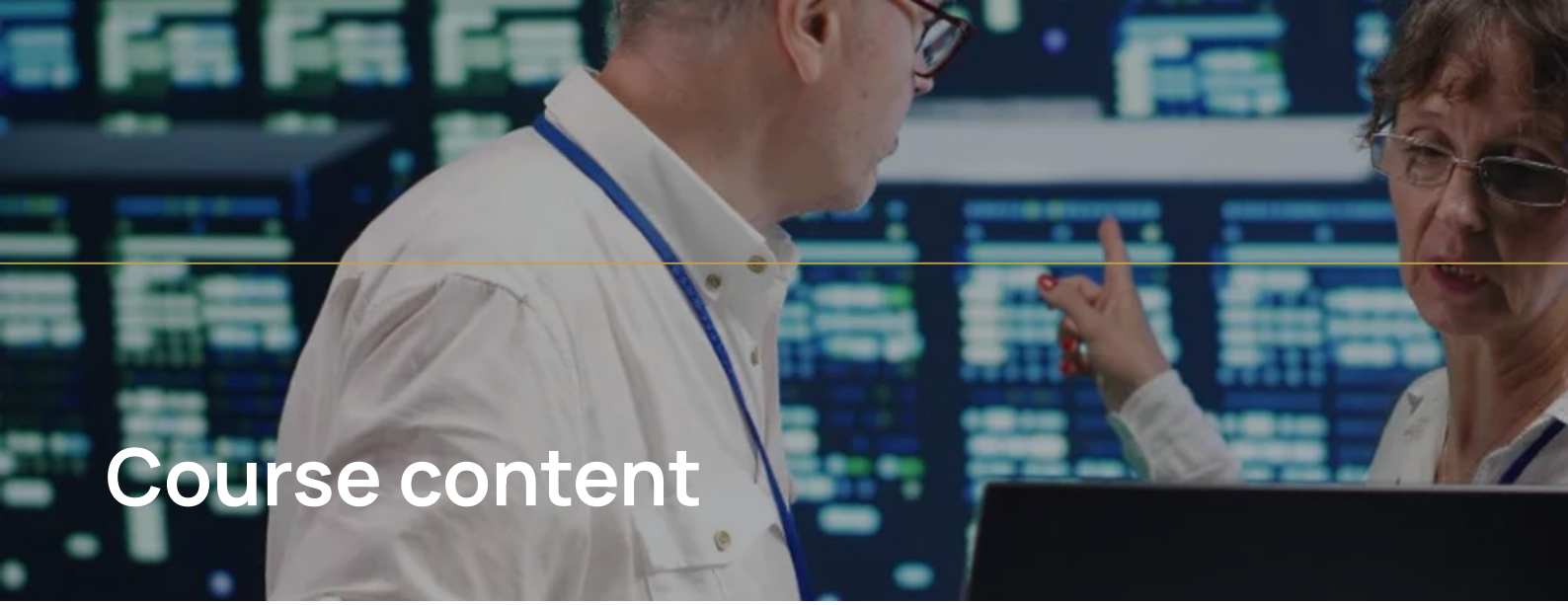
Applied activity: Using the risk assessment report from Day 1, participants will design a disaster recovery strategy for their fictional organisation. They will evaluate various recovery options and justify their choices based on organisational needs and resource availability, ensuring alignment with business goals.
Output: A detailed disaster recovery strategy document outlining selected recovery options.

09:00–09:54	Explore different types of disaster recovery strategies (e.g., hot, warm, cold sites) and their use cases.
09:54–10:48	Assess the pros and cons of various recovery options based on organisational needs.
10:48–11:00	Learn how to align recovery strategies with business objectives and operational requirements.
11:00–11:30	**Coffee break**
11:30–12:12	Learn how to align recovery strategies with business objectives and operational requirements. (continued)
12:12–13:06	Discuss resource allocation and budget considerations for effective recovery planning.
13:06–14:00	Develop a framework for selecting appropriate recovery strategies based on risk assessments.

Day 3: Creating the Disaster Recovery Plan

Applied activity: Participants will draft a comprehensive disaster recovery plan based on their strategy from Day 2. They will ensure all key elements, including roles and responsibilities, communication protocols, and recovery procedures, are included and clearly defined for practical application.
Output: A draft disaster recovery plan ready for review and testing.

09:00–09:54	Learn the structure and key elements of a comprehensive disaster recovery plan.
09:54–10:48	Discuss roles and responsibilities in disaster recovery planning and implementation.
10:48–11:00	Incorporate communication plans into disaster recovery strategies for effective stakeholder engagement.



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11:00–11:30	**Coffee break**
11:30–12:12	Incorporate communication plans into disaster recovery strategies for effective stakeholder engagement. (continued)
12:12–13:06	Explore documentation and version control for recovery plans to ensure accuracy and updates.
13:06–14:00	Review templates and tools for effective plan development and maintenance.

Day 4: Testing and Validating the Plan

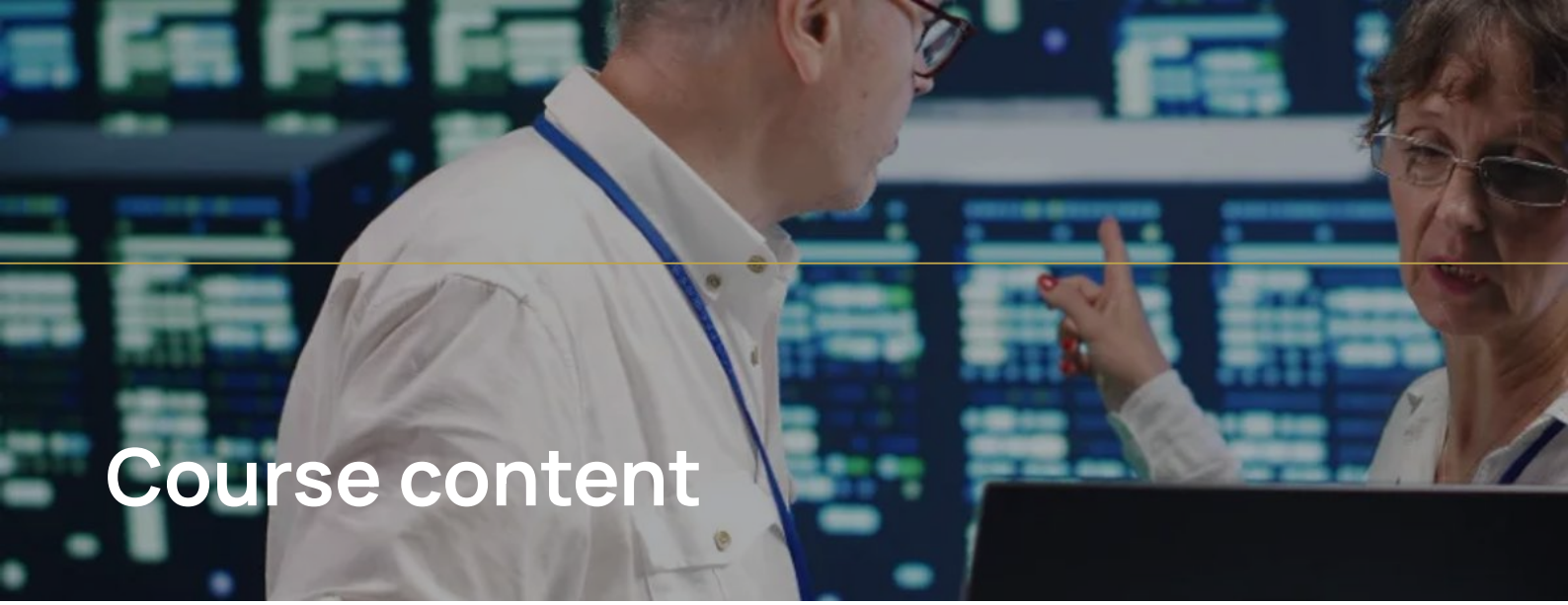
Applied activity: Participants will conduct a table-top exercise to test their disaster recovery plan, simulating a disaster scenario and evaluating the response. They will identify strengths and weaknesses in the plan and discuss improvements as a group, focusing on practical adjustments.
Output: A testing report summarising findings, challenges, and recommendations for improvement.

09:00–09:54	Understand the importance of testing disaster recovery plans to ensure preparedness.
09:54–10:48	Explore different testing methodologies (e.g., table-top exercises, simulations) and their applications.
10:48–11:00	Learn how to evaluate the effectiveness of tests and gather actionable feedback.
11:00–11:30	**Coffee break**
11:30–12:12	Learn how to evaluate the effectiveness of tests and gather actionable feedback. (continued)
12:12–13:06	Discuss common challenges in plan testing and validation, and strategies to overcome them.
13:06–14:00	Develop a testing schedule and maintenance plan for the disaster recovery plan to ensure ongoing effectiveness.

Day 5: Integrating Disaster Recovery with Business Continuity

Applied activity: Participants will create an integrated disaster recovery and business continuity roadmap for their fictional organisation. They will outline key steps, timelines, and responsibilities for enhancing both recovery and continuity strategies in a cohesive manner, ensuring alignment with business objectives.
Output: An integrated roadmap document detailing strategies for enhancing disaster recovery and business continuity.

09:00–09:54	Discuss the relationship between disaster recovery and business continuity planning for holistic resilience.
09:54–10:48	Explore frameworks for integrating recovery plans into overall business strategies and operations.
10:48–11:00	Learn how to conduct business impact analysis (BIA) for recovery planning and prioritisation.



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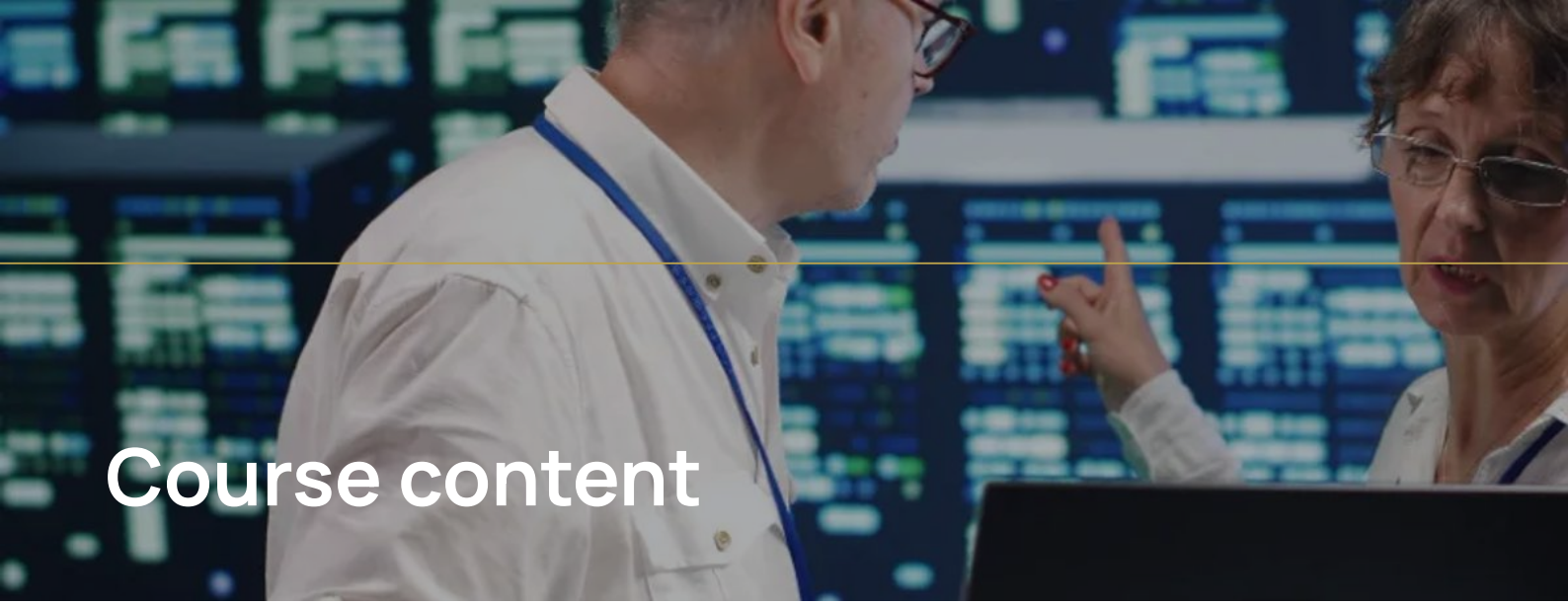
11:00–11:30	**Coffee break**
11:30–12:12	Learn how to conduct business impact analysis (BIA) for recovery planning and prioritisation. (continued)
12:12–13:06	Review case studies of successful integration of DR and BC plans to identify best practices.
13:06–14:00	Develop a roadmap for continuous improvement in disaster recovery and business continuity strategies.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

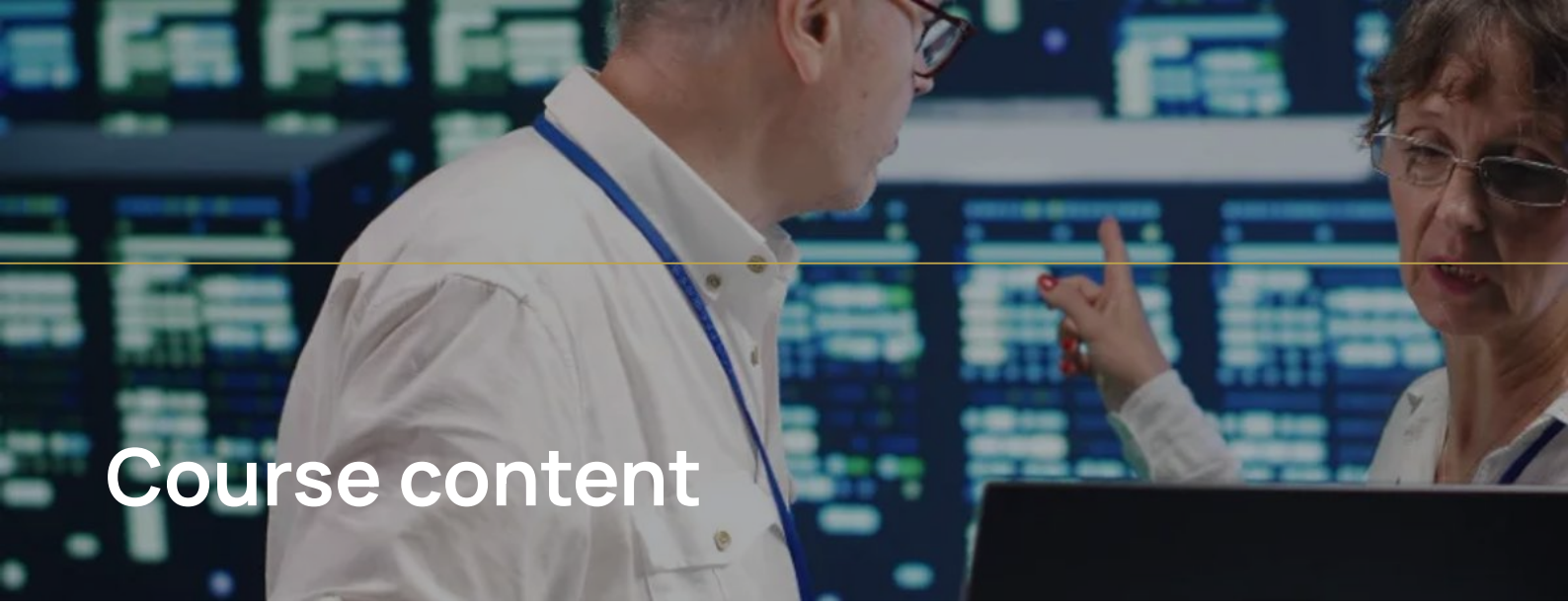
Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	9 Nov 2026	13 Nov 2026	**€2,650.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Amsterdam Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,540.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Singapore Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,820.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**



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Dates, venues and fees (continued)

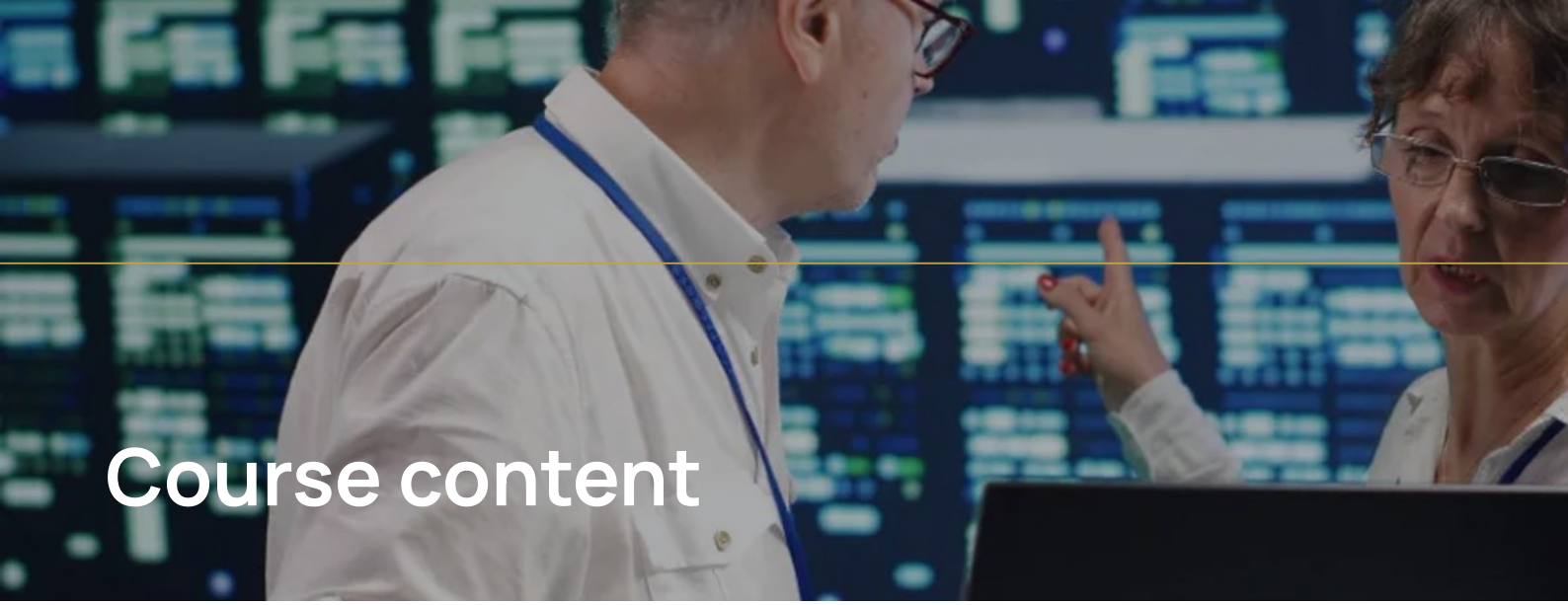
Venue	Start date	End date	Fee (EUR)
London Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Rome Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,450.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**€3,150.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Frankfurt Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,650.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,450.-**



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Dates, venues and fees (continued)

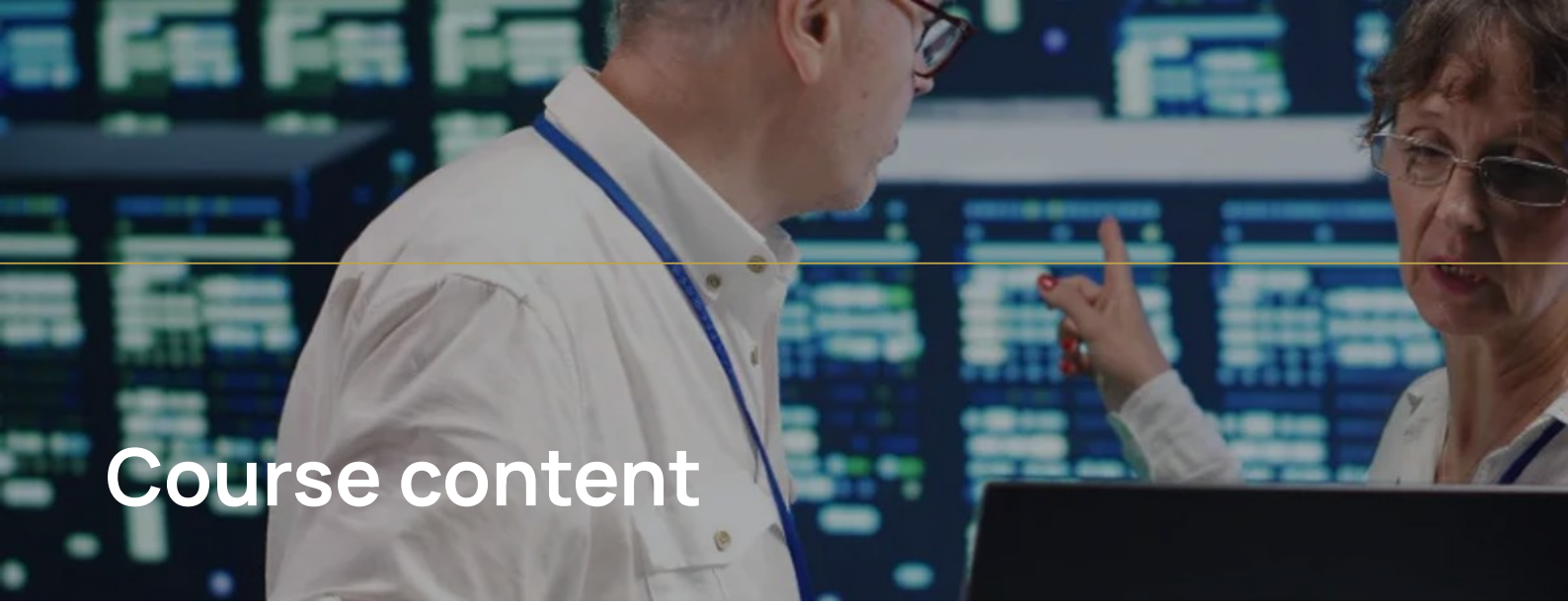
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.-**
Paris Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,860.-**
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.-**
Istanbul Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,650.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.-**
Vienna Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,940.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
Amsterdam Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,540.-**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.-**



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Dates, venues and fees (continued)

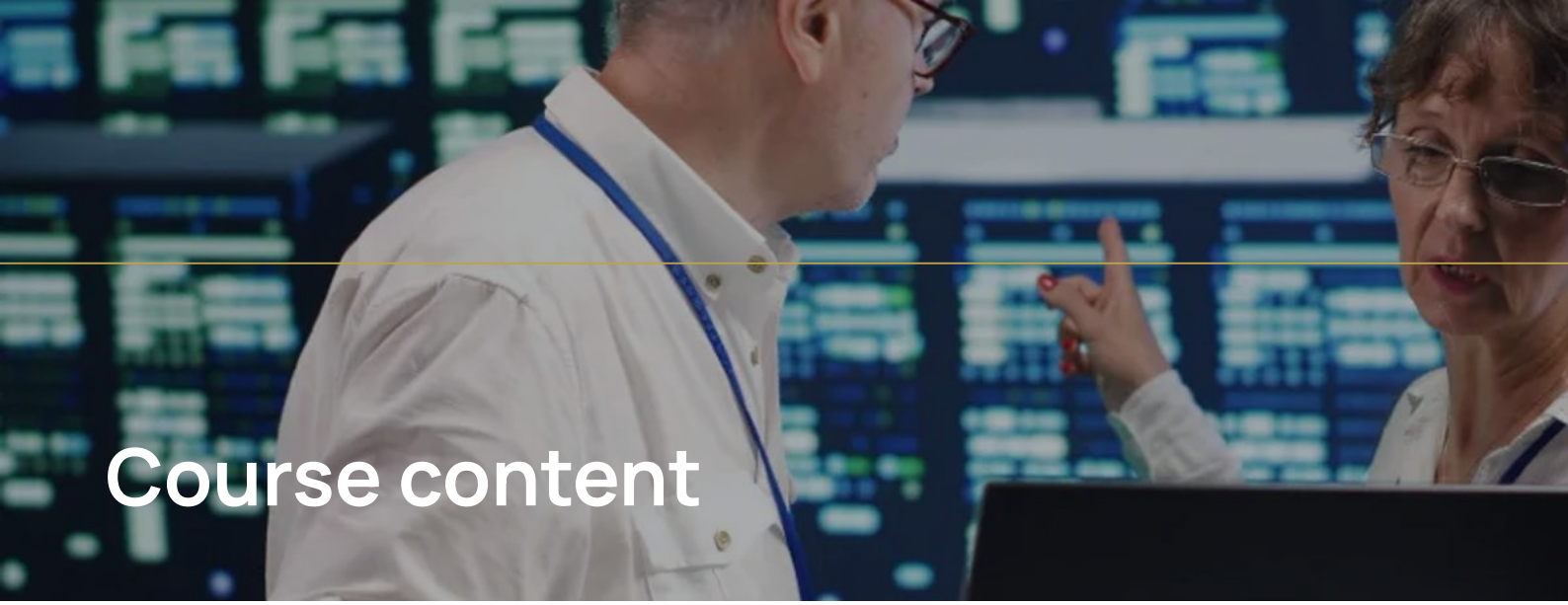
Venue	Start date	End date	Fee (EUR)
Singapore Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,820.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.-**
London Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,450.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.-**
Dubai Confirmed dates	10 May 2027	14 May 2027	**€3,150.-**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.-**
Cape Town Confirmed dates	17 May 2027	21 May 2027	**€1,890.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Frankfurt Confirmed dates	24 May 2027	28 May 2027	**€2,650.-**



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Dates, venues and fees (continued)

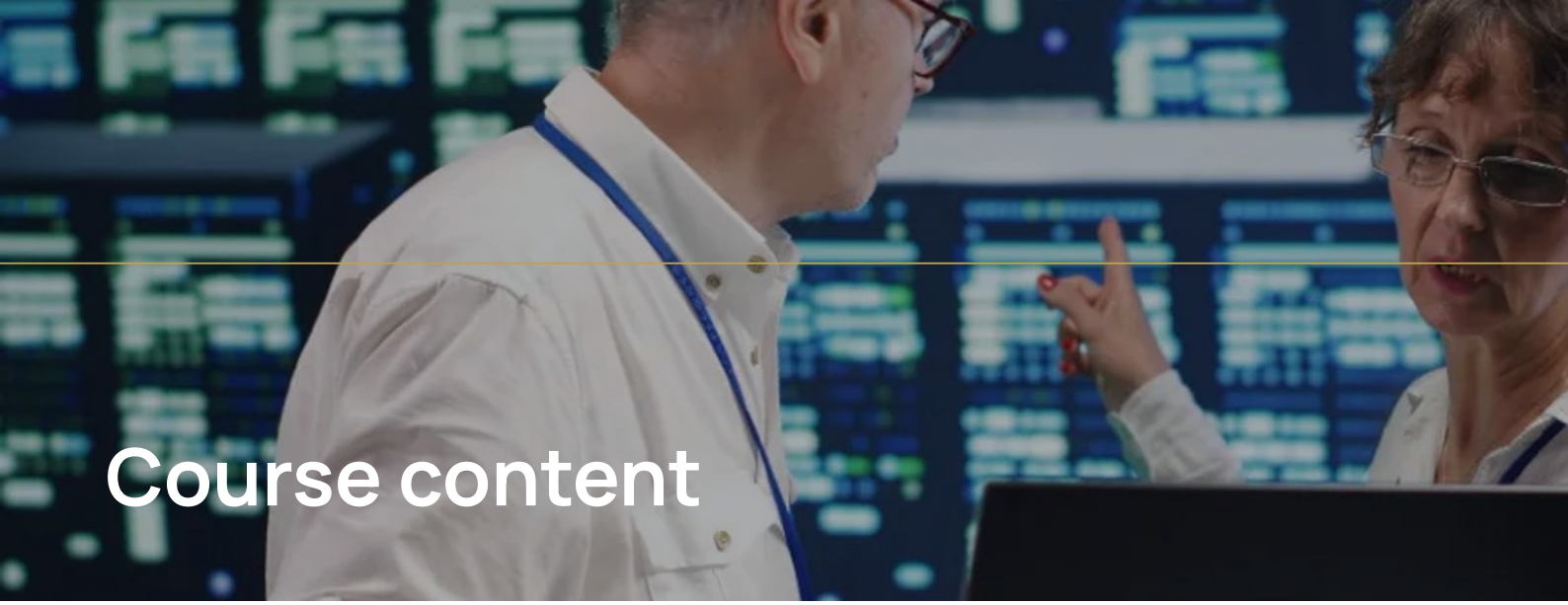
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,450.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Paris Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,860.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Cape Town Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,890.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,650.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**



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Dates, venues and fees (continued)

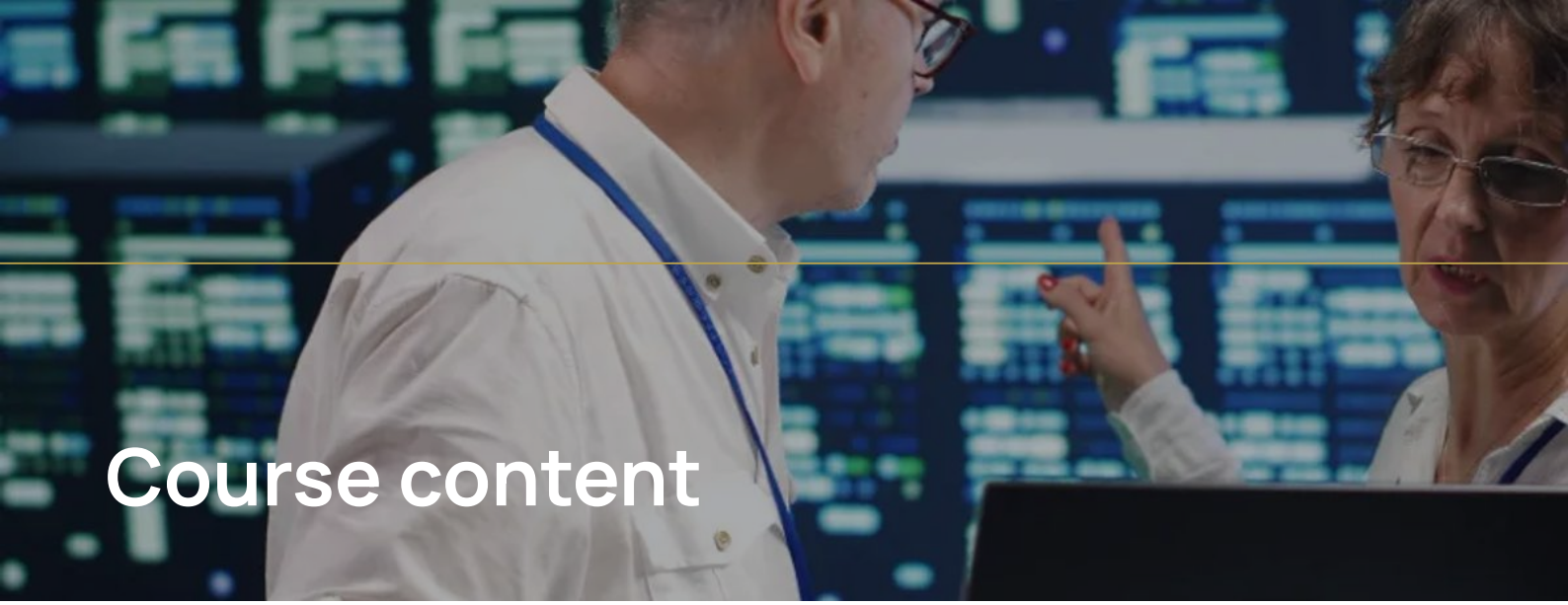
Venue	Start date	End date	Fee (EUR)
Amsterdam Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,540.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Singapore Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,820.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
London Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,450.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Dubai Confirmed dates	13 Sept 2027	17 Sept 2027	**€3,150.-**



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Dates, venues and fees (continued)

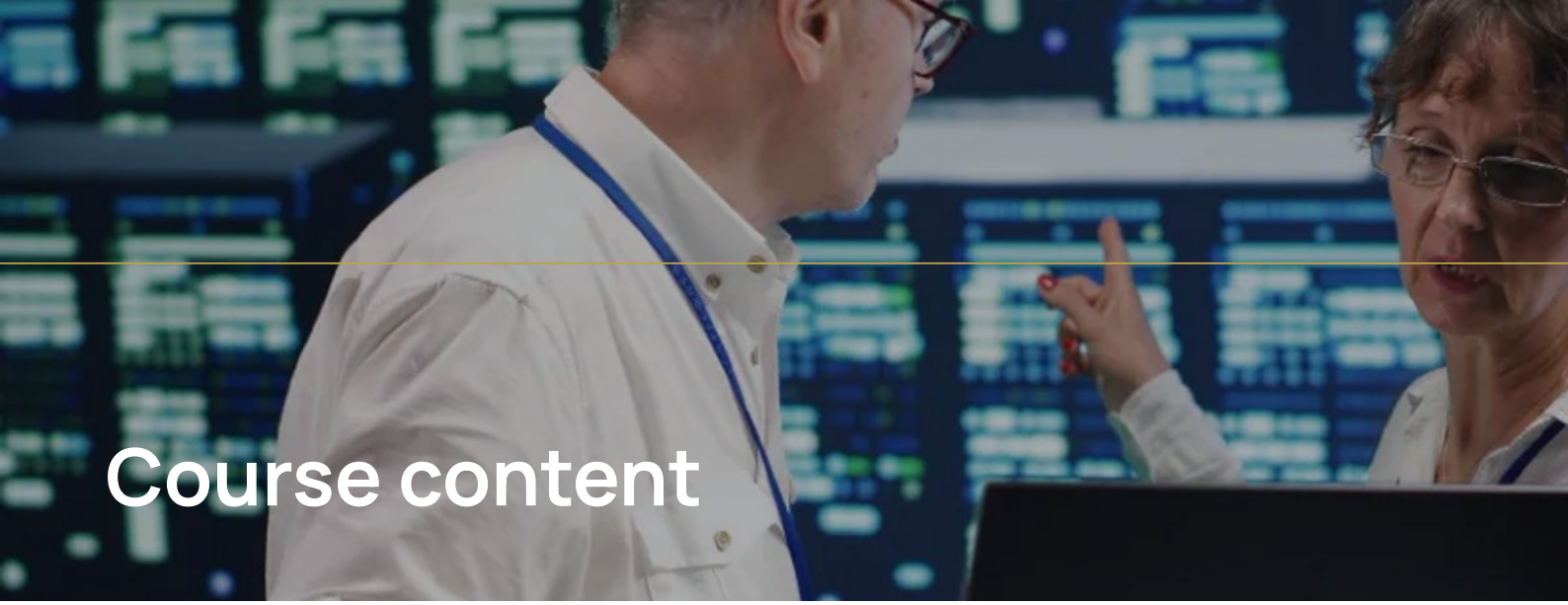
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Frankfurt Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Paris Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,860.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**
Istanbul Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,650.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,840.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Amsterdam Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,540.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Singapore Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,820.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**
London Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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