



# COBIT®

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Certification Training  
Syllabus

## COBIT® Certification Training Syllabus

### **Part 1 - Introduction**

- Corporate governance of ICT policy and charter
- Roles and responsibilities for governance and management of the ICT framework, including the RACI chart
- Terms of reference and job description for key committees and roles
- Risk management policy
- ICT strategic plan
- ICT implementation plan
- Internal audit plan for ICT
- ICT portfolio management framework
- Information plan
- ICT security policy
- Business and ICT continuity policies
- Change management policy and plan
- Guidance on how to upload your ITGP toolkit to your SharePoint document management system

### **Part 2 - Policies and Procedures:**

- ICT governance policy
- ICT governance charter
- ICT strategy committee
- ICT steering committee
- ICT operational committee
- ICT strategic plan
- ICT implementation plan
- Risk management policy
- Information security policy
- Change management policy
- Internal audit planning for ICT
- Information plan
- Portfolio management framework
- ICT continuity policy

**Part 3 - Form and Records:**

- ICT champion job description CBT5 DOC 2.1
- ICT manager job description CBT5 DOC 2.2
- Resource manager job description CBT5 DOC 2.3
- Relationship manager job description CBT5 DOC 2.4
- IT risk register CBT5 DPC 4.3a

**Part 4 - BCMS and ISMS documents:**

- Business continuity planning procedure BCMS DOC 3.2a
- BCMS policy statement BCMS DOC 5.1a
- Document control ISMS DOC 1 e
- Information security classification guidelines ISMS DOC 8.6
- Internal audit schedule ISMS REC MS-1A
- Internal audit report lead sheet ISMS REC MS-2A
- Non-conformance report ISMS REC MS-3A
- Non-conformance report log ISMS REC MS-4A

**Part 5 - Blank templates:**

- Checklist
- Meeting agenda
- Meeting minutes
- Policy template
- Procedure template
- Schedule service level agreement template
- Work instruction template

For more information visit: [www.sprintzeal.com](http://www.sprintzeal.com) <https://www.sprintzeal.com/in/course/cobit-5-foundation-certification-training>

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