

# BWise Academy: Course Catalog

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## 1 BWISE ACADEMY COURSE CATALOG

### 1.1 Introduction

Training is a key part of any BWISE implementation. With training from the BWISE Academy, you ensure that you maximize the success of your implementation. Your employees will be more productive and efficient. Our common objective is a successful implementation and true embedding of our solution in your organization.

This course catalog gives you information on all the courses offered by the BWISE Academy. To find the right course for your needs, several aspects need to be taken into consideration: the role of the attendees, whether certification is required and which learning format is preferred. If you have any questions or would like to speak to an educational advisor, please contact the BWISE Academy.

### 1.2 Course offerings

The courses on offer are divided into the following categories:

- Basic BWISE training
- Certification Tracks: Functional Administrator and Technical Administrator Certification
- BWISE Solution Training
- BWISE Functionality
- Business Intelligence (Reporting)
- Portlets

A course offerings overview is available on page 6.

### 1.3 Learning formats

We understand your business needs: you are looking for well-educated professionals, but they often have to be educated in a limited time frame and in a cost-effective way. Therefore, the BWISE Academy offers you a variety of learning formats:

- **Instructor-led training (ILT):** These courses are offered in a classroom environment. These courses are offered in open roster (FA and TA certification) on a BWISE location, on-site at the customer or virtual.
- **Virtual Course (VC):** These courses are a blend of live virtual classroom sessions, e-learning and off-line assignments.
- **eLearning (EL):** These courses are interactive eLearning modules which may include supporting off-line material. All eLearning courses can be found in the BWISE Learning Center which can be accessed 24/7 from any computer with internet access.
- **Web Lectures (WL):** Web lectures are online educational videos which can be viewed using a web browser.

All tracks and courses can be tailored to get an optimal fit with your training requirements.

## 1.4 Registration

There are several ways to register for a B Wise course:

- Via our website: <https://www.bwise.com/services/training>
- Send an e-mail to: [bwise-academy@saiglobal.com](mailto:bwise-academy@saiglobal.com)

In case of an Open Roster course, the participant will receive a confirmation of registration within a few working days and an invitation with further details about the training location approx. five (5) working days before the start of the course. If the desired course is fully booked, the B Wise Academy will contact the participant to reschedule their participation.

In case of an eLearning course, the login details to the B Wise Learning Center will be sent via email to the participant(s).

Dedicated training courses can be planned in collaboration with our Planning Department.

### Cancellation policy

Cancellation must always be in writing, at which the cancellation date will be the date of receipt of the written cancellation by B Wise Academy.

In the event of an Open Roster Course, the cancellation costs will be a percentage of the course price, namely:

- Up to and inclusive twenty (20) working days before start of the course: 0%.
- Twenty (20) up to and inclusive ten (10) working days before start of the course: 50%.
- Less than ten (10) working days before start of the course: 100%.

You can substitute a participant enrolled for a course by another person, if this has been notified to B Wise Academy before the start of the course. Such a replacement will not result in additional costs.

B Wise Academy reserves the right to cancel course dates due to insufficient enrollment. Participants will be notified of cancellations within seven calendar days of the course start date. If a course is cancelled for any reason by B Wise, any pre-paid registration fees will be refunded. B Wise Academy is not responsible for airline penalties related to the cancellation of B Wise courses or events. Please be aware of the airline restrictions regarding non-refundable airline tickets when purchasing an airline ticket.

The same cancellation policies apply for dedicated groups.

## 1.5 Contact information

For more information on our learning activities, contact your local sales representative or contact the B Wise Academy directly: [bwise-academy@saiglobal.com](mailto:bwise-academy@saiglobal.com) or call +31 73 704 2000

## 2 OVERVIEW COURSE OFFERINGS

Overview Course Offerings (Format: ILT = Instructor Led Training, VC = Virtual Classroom)								
	Version	Format	Enrollment	End User	Key User	FA	TA	Duration
<b>BWise Basics</b>								
Quick-Start with BWise	n/a	eLearning	Individual	X	X	X		30 minutes
Frameworks in BWise	n/a	eLearning	Individual	X	X	X		1,5 hour
<b>Certification Tracks</b>								
BWise Functional Administrator (FA)	5.6	ILT/VC	Open Group Dedicated Group			X		2 days
BWise Technical Administrator (TA)	5.5	eLearning	Individual				X	1 day
<b>BWise Solutions</b>								
Solution Internal Control (VUE)	5.6	ILT	Open Group Dedicated Group	X	X	X		1 day
Solution Internal Audit (VUE)	5.6	ILT	Open Group Dedicated Group	X	X	X		1,5 days
Solution Loss Database	1.5	ILT	Dedicated	X	X	X		0,5 day
Solution Enterprise Risk Management	1.5	ILT	Dedicated	X	X	X		1 day
Solution Operational Risk Management	1.5	ILT	Open Group Dedicated Group	X	X	X		1 day
Solution Business Continuity Management	5.6	ILT	Dedicated Group	X	X	X		1 day
Solution InfoSec	5.02	ILT	Dedicated	X	X	X		1 day
Solution GDPR	5.02	ILT	Dedicated	X	X	X		1 day
Solution Internal Control 2.0 (Solution Navigator)	5.3	ILT	Dedicated	X	X	X		1 day
Solution SOX 2.0 (Solution Navigator)	5.3	ILT	Dedicated	X	X	X		1 day
Solution Risk management 2.0 (Solution Navigator)	5.4	ILT	Dedicated	X	X	X		1,5 days
Solution Regulatory Change Management	5.4	ILT	Dedicated	X	X	X		1 day
Solution Regulatory Compliance Management	5.3	ILT	Dedicated	X	X	X		1 day
<b>BWise Functionality</b>								
Open Assessments Foundation	5.	ILT	Open Group Dedicated Group		X	X		0,5 day
Discovering Portlets	5.6	ILT	Open Group Dedicated Group		X	X		1 day
Portlets Development	5.6	ILT	Open Group Dedicated Group			X		3 days
<b>Reporting</b>								
Introducing Reporting with BWise	5.5	eLearning	Individual	X	X	X		1 hour

Overview Course Offerings								
(Format: ILT = Instructor Led Training, VC = Virtual Classroom)	Version	Format	Enrollment	End User	Key User	FA	TA	Duration
BI Level 1: Reporting with BWISE	5.6	ILT	Open Group Dedicated Group		X	X		1 day
BI Level 2: Advanced BWISE Report Development	5.6	ILT	Open Group Dedicated Group		X	X		2 days
BI Level 3: BWISE Reporting Universes Development	5.6	ILT	Open Group Dedicated Group			X		5 days

### 3 BASIC BWISE COURSES

BWise Academy offers several basic BWise eLearning courses as self-study introduction to its further trainings.

#### 3.1 Quick-Start with BWise

<i>Quick-Start with BWise</i>	
<i>Target Audience</i>	Business users, key users, functional administrators, technical administrators
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> </ul>
<i>Format</i>	eLearning course (available in the BWise Learning Center)
<i>Duration</i>	30 minutes
<i>Learning Objectives</i>	After completing this course, students will be able to: <ul style="list-style-type: none"> <li>• Log on and off BWise</li> <li>• Navigate in BWise and be familiar with the Interface</li> <li>• Understand the Framework, Risk Assessment, Control Assessment, Internal Control, Internal Audit and Issue Management screens</li> <li>• Generate reports and understand the InfoView reporting interface</li> <li>• Search for data in BWise</li> <li>• Add a document in BWise</li> <li>• Identify tips which will help in using BWise</li> </ul>

#### 3.2 Frameworks in BWise

<i>Frameworks in BWise</i>	
<i>Target Audience</i>	Business users, key users, functional administrators, technical administrators
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> <li>• completed the 'Quick-Start with BWise' eLearning course</li> </ul>
<i>Format</i>	eLearning course (available in the BWise Learning Center)
<i>Duration</i>	90 minutes
<i>Learning Objectives</i>	After completing this course, students will be able to: <ul style="list-style-type: none"> <li>• Understand the definition of Frameworks</li> <li>• Create a Functional Organization in BWise</li> <li>• Create and maintain a Framework in BWise</li> <li>• Add elements to the Framework library</li> <li>• Relate Framework elements</li> <li>• Approve changes to the Framework</li> <li>• View Framework Risk views</li> <li>• Identify how the Framework is used in BWise for integrated GRC efforts</li> <li>• Generate Framework reports</li> </ul>



## 4 CERTIFICATION PROGRAMS

BWise Academy offers certification tracks to certify the Functional and Technical Administrators within your organization. Certification will ensure the competence of your professionals. We offer two certification tracks:

- Technical Administrator
- Functional Administrator

Only certified professionals have access to the Online Service Desk and the BWise Knowledge Base. The BWise Knowledge Base contains a broad set of documents all related to the optimal use and proper management of the BWise platform. These documents are all based on industry best-practices, the experiences of the BWise Global Professional Services and Global Customer Support organization and of course feedback from our vast customer community.

*Note:* Certification is done on an individual basis and therefore related to the *employee* and *not* to the organization.

### 4.1 BWise Technical Administrator Certification Track

A Certified Technical Administrator is capable of maintaining the BWise environment individually on a technical level. They will be able to support the organization in keeping the BWise environment up-to-date. This will result in more adequate and independent technical maintenance without involvement of BWise support and/or consultancy.

The BWise Technical Administrator Certification Track is formally assessed using an online exam (available in the BWise Learning Center). After passing the exam, students will be certified as Technical Administrators.

<i>BWise Technical Administrator Certification Track</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be responsible for maintaining the BWise environment on a technical level.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> </ul>
<i>Format</i>	eLearning
<i>Duration</i>	7 hours
<i>Topics</i>	The following topics are covered: <ul style="list-style-type: none"> <li>• The BWise platform architecture</li> <li>• Installation of the BWise platform</li> <li>• Installation of Business Objects</li> <li>• Technical configuration to the BWise platform</li> <li>• Backup and restore</li> <li>• BWise Updates (releases and hot fixes)</li> <li>• Troubleshooting and support</li> </ul>

## 4.2 B Wise Functional Administrator Certification Track

The B Wise Functional Administrator (FA) is an important role for the functional stability of the B Wise application. The Functional Administrator configures the application and supports the end users. In addition to these activities, the Functional Administrator will communicate with IT (Technical Administrator) when updates need to be installed or other technical support is necessary to maintain the stability of the B Wise application.

The B Wise Functional Administrator Certification Track is formally assessed using an online exam (available in the B Wise Learning Center). After passing the exam, students will be certified as Functional Administrators.

<i>B Wise Functional Administrator Certification Track</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be responsible for configuring the B Wise application and supporting the end users.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• completed the 'Quick-Start with B Wise' eLearning course</li> <li>• completed the 'Frameworks in B Wise' eLearning course</li> </ul>
<i>Format</i>	(Virtual) Classroom Training
<i>Duration</i>	2 days
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Responsibilities of a B Wise Functional Administrator</li> <li>• Manage users and entities in B Wise</li> <li>• Set up authorizations for the users</li> <li>• Create and maintain lifecycle workflows</li> <li>• Update basic configuration settings</li> <li>• Identify which data can or cannot be imported / exported into and from B Wise</li> <li>• Conduct the data transport with B Wise BIS Tool v1</li> <li>• Locate and restore deleted content from the archive folders</li> <li>• Communicate efficiently with B Wise Customer Service</li> </ul>

## 5 BWISE SOLUTION TRAINING

The BWISE solution are preconfigured BWISE software platforms including a set of predefined reports. These solutions are a de facto standard, based on the many projects that are implemented around the globe in combination with the expertise of the BWISE consultants and our partner community.

BWISE Academy offers training courses for the following solutions:

- Internal Control (VUE)
- Internal Audit (VUE)
- Enterprise Risk Management (classic UI)
- Operational Risk Management (classic UI)
- Business Continuity Management (VUE)
- Loss Database (classic UI)
- Key Risk Indicator (classic UI)
- InfoSec (Solution Navigator)
- GDPR (Solution Navigator)
- Internal Control 2.0 (Solution Navigator)
- SOX Compliance 2.0 (Solution Navigator)
- Risk Management / Incident Management / Key Risk Indicator 2.0 (Solution Navigator)
- Regulatory Change Management (Solution Navigator)
- Regulatory Compliance Management (Solution Navigator)

## 5.1 Solution Internal Control (VUE)

This course explains the Internal Control functionalities in the B Wise application supporting the basic use of Internal Control following the B Wise Internal Control methodology.

<i>Internal Control</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution for Internal Control.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• a good understanding of the Internal Control processes</li> <li>• completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Identify the tasks in B Wise which are related to the Internal Control Process</li> <li>• Complete the Internal Control Framework</li> <li>• Setup the Local Control Framework</li> <li>• Using Framework Signoff Assessments</li> <li>• Schedule a Control Assessment</li> <li>• Document effectiveness of Control activity</li> <li>• Monitor a Control Assessment</li> <li>• Create an Issue</li> <li>• Follow-up on an Issue</li> <li>• Overview available reports</li> </ul>

## 5.2 Solution Internal Audit (VUE)

This course explains the Internal Audit functionalities in the B Wise application supporting the B Wise Internal Audit process. The auditing process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of the Internal Audit functionalities in the B Wise training environment.

<i>Internal Audit</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution for Internal Audit.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• a good understanding of the Internal Audit processes</li> <li>• completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1,5 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand and manage the Internal Audit process in the B Wise application</li> <li>• Understand the elements that compose the Audit Universe in B Wise</li> <li>• Perform an open assessment to update the risk rating of an auditable entity</li> <li>• Create and modify Audit Plans</li> <li>• Understand how audits are generated from an Audit Plan</li> <li>• Set up audit high level planning</li> <li>• Define detailed planning and schedule resources for audits</li> <li>• Modify audits</li> <li>• Execute audits by answering audit work papers and creating findings</li> <li>• Review and approve audit work papers and findings</li> <li>• Decline and reopen audit work papers to request rework</li> <li>• Create, review and respond to audit notes</li> <li>• Progress the status of audits to the next step</li> <li>• Generate audit reports</li> <li>• Close audits</li> <li>• Follow up on findings</li> <li>• Understand the time registration functionality</li> <li>• Overview available reports</li> </ul>

### 5.3 Solution Enterprise Risk Management (classic UI)

This course explains the Enterprise Risk Management functionalities in the B Wise application supporting the basic use of ERM following the B Wise methodology. The Enterprise Risk Management Process is explained and visualized in a Process map. Each step is discussed, followed by exercises to obtain hands-on experience of the ERM functionalities in the B Wise training environment.

<i>Enterprise Risk Management (ERM)</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution for Enterprise Risk Management (ERM).
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• a good understanding of the Enterprise Risk Management (ERM) processes</li> <li>• completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Identify the tasks to perform in B Wise related to the Enterprise Risk Management Process</li> <li>• Identify the tasks to perform in B Wise related to the Enterprise Risk Management Process</li> <li>• Identify Objectives</li> <li>• Create a Risk assessments</li> <li>• Identify and assess Risks</li> <li>• Create Treatment Plans</li> <li>• Generate and sign off the Risk Report</li> <li>• Validate and publish Risk Assessment results</li> <li>• Validate and follow-up on Treatment Plans</li> <li>• Overview available reports</li> </ul>

#### 5.4 Solution Operational Risk Management (classic UI)

This course explains the functionalities in the B Wise application supporting the management of operational risks according to the B Wise Operational Risk Management methodology.

<i>Operational Risk Management (ORM)</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution for Operational Risk Management (ORM).
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• knowledge of Operational Risk Management processes within the organization</li> <li>• completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise'</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Identify the tasks to perform in B Wise related to the ORM Management Process</li> <li>• Identify Processes, Risks and Controls</li> <li>• Add new elements (Processes, Risks and Controls) to the Framework</li> <li>• Setup and start the Risk Control Self-Assessments (RCSA)</li> <li>• Assess Risks and Controls and submit assessment results</li> <li>• Validate and publish RCSA results</li> <li>• Create Treatment Plans</li> <li>• Validate and follow-up on Treatment Plans</li> <li>• Setup a re-assessment of a published RCSA</li> <li>• Overview available reports</li> </ul>

## 5.5 Solution Business Continuity Management (VUE)

This course explains the Business Continuity Management functionalities in solution supporting the Business Continuity Management (BCM) process. The BCM process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of the BCM functionalities in the solution training environment.

<i>Business Continuity Management</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution for Business Continuity Management.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• a good understanding of the BCM processes</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• View the organizational structure</li> <li>• Create and maintain processes, risks, controls, assets and vendors</li> <li>• Perform a BCM risk assessment</li> <li>• Start and perform a Business Impact Assessment (BIA)</li> <li>• Document normal and recovery steps for processes</li> <li>• Generate, approve and download recovery plans</li> <li>• Create and complete Action Plans</li> <li>• Monitor and report on BCM activities</li> </ul>



## 5.6 Solution Loss Database (classic UI)

This course explains the Loss Database functionality in the B Wise application and gives insight on how Issues and Tasks apply to Loss/Incident Management.

<i>Loss Database</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution for Loss Database.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• completed the 'Quick-Start with B Wise' and 'Frameworks in B Wise' eLearning courses (available in the B Wise Learning Center)</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	0,5 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand the loss database process in B Wise</li> <li>• Document a loss</li> <li>• Update a loss</li> <li>• Review and approve/reject a loss</li> <li>• How to create a treatment plan</li> <li>• How to follow-up and close a treatment plan</li> <li>• How to close a loss</li> <li>• Overview available reports</li> </ul>

## 5.7 Solution InfoSec (Solution Navigator)

This course explains the functionalities in the B Wise application supporting the Information Security Management System according to the B Wise InfoSec methodology.

<i>InfoSec</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution InfoSec.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• knowledge of InfoSec processes within the organization</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• B Wise Infosec solution</li> <li>• Document InfoSec Framework:</li> <li>• Maintain Policies and Policy Statements</li> <li>• Maintain Assets</li> <li>• Maintain Threats</li> <li>• Setup and perform a Business Impact Analysis Assessment</li> <li>• Setup and perform a Threats &amp; Vulnerability Assessment</li> <li>• Setup and perform a Security Assessment</li> <li>• Create and follow-up a nonconformity</li> <li>• Create and follow-up an incident</li> <li>• Use the standard InfoSec reports</li> </ul>

## 5.8 Solution GDPR (Solution Navigator)

The course explains how B Wise can support the process of complying with the General Data Protection Regulation (GDPR).

GDPR	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution GDPR.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• knowledge of GDPR processes within the organization</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• The basic principles of GDPR</li> <li>• How B Wise supports the GDPR process</li> <li>• Build and maintain the GDPR framework: a process, an asset, a threat and a control</li> <li>• Setup and perform the Initial Assessment</li> <li>• Create a record of activities for a process or IT asset</li> <li>• Setup and perform a Data Protection Impact Assessment</li> <li>• Create an action (Treatment Plan)</li> <li>• Manage a policy and policy statement</li> <li>• Setup and perform a Control Assessment</li> <li>• Create and follow-up on a Personal Data Breach</li> <li>• Follow-up on an action (Treatment Plan)</li> <li>• Follow-up on a nonconformity</li> <li>• Know what GDPR reports are available</li> </ul>

## 5.9 Solution Internal Control 2.0 (Solution Navigator)

The course explains how BWISE can support the process of Internal Control.

<i>Internal Control 2.0 (new UI)</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution Internal Control 2.0.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• knowledge of Internal Control processes within the organization</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand which activities are supported and how BWISE supports the Internal Control process</li> <li>• Build and maintain the central and local framework</li> <li>• Setup a test campaign</li> <li>• Prepare control testing (evidence requests, control test instructions)</li> <li>• Perform a Test of Design</li> <li>• Perform a Test of Effectiveness</li> <li>• Follow-up on an issue (remediation)</li> <li>• Close a test campaign</li> <li>• Monitor the progress of the Internal Control program</li> <li>• Perform an In Control Statement assessment</li> </ul>

### 5.10 Solution SOX 2.0 (Solution Navigator)

The course explains how BWISE can support the process of SOX.

<i>Internal Control 2.0 (new UI)</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution SOX 2.0.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• knowledge of SOX processes within the organization</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand which activities are supported and how BWISE supports the SOX process</li> <li>• Build and maintain the central and local framework</li> <li>• Setup a test campaign</li> <li>• Prepare control testing (evidence requests, control test instructions)</li> <li>• Perform a Test of Design</li> <li>• Perform a Test of Effectiveness</li> <li>• Follow-up on an issue (remediation)</li> <li>• Close a test campaign</li> <li>• Monitor the progress of the SOX program</li> <li>• Perform a 302 assessment</li> </ul>

### 5.11 Solution Risk Management 2.0 (Solution Navigator)

The course explains how BWISE can support the process of Risk Management, Incident Management and Key Risk Indicators.

<i>Internal Control 2.0 (new UI)</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution Risk Management 2.0.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• knowledge of Risk Management processes within the organization</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day (1,5 days when Incident Management and KRI are included)
<i>Topics</i>	<p><b>Course Risk Management:</b></p> <ul style="list-style-type: none"> <li>• Understand how BWISE supports the Risk Management process</li> <li>• Perform a risk assessment</li> <li>• View the results of a risk assessment</li> <li>• Create a Treatment Plan</li> <li>• Follow-up on a Treatment Plan</li> <li>• Generate Risk Management reports</li> <li>• Build and maintain the risk framework</li> <li>• Setup an ad hoc risk assessment</li> <li>• Setup a risk campaign</li> </ul> <p><b>Course Incident Management (Events and Losses):</b></p> <ul style="list-style-type: none"> <li>• Understand how BWISE supports the incident process</li> <li>• Follow-up on a reported incident</li> <li>• Generate incident reports</li> </ul> <p><b>Course Key Risk Indicators:</b></p> <ul style="list-style-type: none"> <li>• Understand how BWISE supports the KRI process</li> <li>• Enter the KRI metric</li> <li>• Build and maintain the KRI framework</li> <li>• Generate KRI reports</li> </ul>

## 5.12 Solution Regulatory Change Management (Solution Navigator)

This course explains how to use the main functionalities of the B Wise Regulatory Change Management solution. Practical exercises allow you to obtain hands-on experience of performing the steps in the Regulatory Change Management process in the B Wise training environment.

<i>Solution Regulatory Change Management 1.0</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution Regulatory Change Management.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• knowledge of Regulatory Change processes within the organization</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand how B Wise supports the Regulatory Change Management process</li> <li>• Interpret incoming notifications and determine their applicability</li> <li>• Map notifications to business units and send impact assessments</li> <li>• Assess the impact of a notification</li> <li>• Create regulatory actions</li> <li>• Follow-up on actions (remediation)</li> <li>• Monitor the progress of and report on the Regulatory Change Management program</li> </ul>

### 5.13 Solution Regulatory Compliance Management (Solution Navigator)

This course explains how to use the main functionalities of the B Wise Regulatory Compliance Management solution. This solution has three components:

- Compliance Foundation and Compliance Actions
- Compliance Risk Assessments
- Exam Management

Practical exercises allow you to obtain hands-on experience of performing the steps in the Regulatory Compliance Management process in the B Wise training environment.

<i>Solution Regulatory Change Management 1.0</i>	
<i>Target Audience</i>	The target audience of this course consists of individuals who will be working with the solution Regulatory Compliance Management.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (all training materials are in English)</li> <li>• knowledge of Regulatory Change processes within the organization</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand how B Wise supports the Regulatory Compliance Management process</li> <li>• Create and maintain regulations</li> <li>• Create and maintain rules / requirements</li> <li>• Create and maintain risks</li> <li>• Create and maintain controls</li> <li>• Create and handle compliance findings</li> <li>• Create and perform a compliance risk assessment</li> <li>• Create and perform a regulatory exam</li> <li>• Create and handle exam findings</li> </ul>



## 6 BWISE FUNCTIONALITIES

The BWISE functionality training will provide your BWISE users with a broad understanding of how to use the functionalities of:

- Open Assessments
- Portlets

### 6.1 Open Assessments Foundation

This course explains the Open Assessment functionality in the BWISE application. The Open Assessment process is explained and visualized in a process map. Each step is discussed, followed by exercises to obtain hands-on experience of creating and answering Open Assessments in the BWISE training environment.

<i>Open Assessments Foundation</i>	
<i>Target Audience</i>	The target audience for this training consists of users who will be working with the BWISE software and are responsible for Open Assessments.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> <li>• completed the 'Quick-Start with BWISE' and 'Frameworks in BWISE' eLearning courses (available in the BWISE Learning Center)</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	0,5 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand the concept of open assessments and what they can be used for</li> <li>• Introduction to Open Assessments configuration</li> <li>• Generate Open Assessment sessions</li> <li>• Answer Open Assessments</li> <li>• Close Open Assessment</li> <li>• Generate Open Assessment reports</li> <li>• Using multi-step Open Assessments</li> </ul>

## 6.2 Discovering Portlets

This course provides an introduction to using portlets in the B Wise application. The course contains practical exercises that you have to complete to obtain hands-on experience with basic portlet functionality in the B Wise training environment.

<i>Discovering Portlets</i>	
<i>Target Audience</i>	Business users who will use portlets in B Wise to support their GRC processes
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• A good understanding of English</li> <li>• Completed the “B Wise Introduction eLearning Modules” curriculum</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Introduction to portlets and how they enhance B Wise</li> <li>• How to approach portlets from the business perspective</li> <li>• Prepare B Wise for using portlets</li> <li>• Building blocks to configure portlets</li> <li>• Create a basic portlet based on existing datastores</li> <li>• Apply formatting enhancements to a portlet</li> <li>• Understand how datastores are used to retrieve B Wise data for portlets</li> <li>• Create a simple datastore</li> </ul>

### 6.3 Portlets Development

This course explains how to build portlets in the BWISE application. The course contains practical exercises that you have to complete to obtain hands-on experience with building portlets in the BWISE training environment.

<i>Portlets Development</i>	
<i>Target Audience</i>	The target audience for this training consists of users who will build portlets.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• A good understanding of English</li> <li>• Basic knowledge of the Windows platform and web browser</li> <li>• Completed the “BWISE Functional Track” certification program</li> <li>• Complete the “Discovering portlets” course</li> <li>• SQL knowledge and work experience</li> <li>• Recommended: Complete “BWISE Data Modelling” (BI Level 3)</li> <li>• Recommended: HTML, CSS and JavaScript knowledge</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	3 days
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Portlet development process</li> <li>• Re-cap of the portlet fundamentals</li> <li>• Business requirements and designing the portlet</li> <li>• Data architecture</li> <li>• Portlet authorizations</li> <li>• Datastores</li> <li>• Building the portlet</li> <li>• Testing the portlet</li> <li>• Deployment and maintenance of portlets</li> <li>• Master case</li> </ul>

## 6.4 Discovery of the B Wise new UI (Solution Navigator)

During this training, you will learn how to use the solution navigator and the solution landing page as well as new UI components (V2) like grids, forms, filter bars and custom relations. The course contains practical exercises that you have to complete to obtain hands-on experience with building portlets in the B Wise training environment.

<i>Portlets Development</i>	
<i>Target Audience</i>	The target audience for this course are trainees who have to configure the new User Interface (UI).
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• Being a Certified Functional Administrator</li> <li>• Having a strong affinity with IT</li> <li>• Having hands-on experience with B Wise implementations</li> <li>• Having completed the course 'Introducing Reporting with B Wise'</li> <li>• Having Completed the course 'Discovering Portlets'</li> <li>• Having practical experience with XML is recommended</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• The Solution Navigator (Home button, Activity Selector and Solution Selector)</li> <li>• The Landing Page (Hexagon page)</li> <li>• Look-and-feel elements (styles and icons)</li> <li>• Multi-lingual interface</li> <li>• The pages Tasks, Dashboards, Reports</li> <li>• The tabs Monitor and Maintenance</li> <li>• The filter bar</li> <li>• Form for creating and maintaining a class</li> <li>• Form for completing an assessment</li> <li>• The custom framework and custom relations</li> </ul>

## 7 REPORTING

BWise Academy offers four reporting courses, the first two introduce key and end business users to the standard BWise reporting functionality (BI Launch Pad/WebI), and the last two are for BI professionals who will be responsible for developing and maintaining BWise reports and universes.

- Introducing Reporting with BWise
- BI Level 1: Discovering WebI Reports
- BI Level 2: : Advanced WebI Report Development
- BI Level 3: Reporting Universes Development

### 7.1 Introducing Reporting with BWise

This course introduces the basic reporting functionality in the BWise application. Practical exercises allow you to obtain hands-on experience of the BI Launch Pad and Web Intelligence (WebI) report functionality in a simulated BWise environment.

<i>Introducing Reporting with BWise</i>	
<i>Target Audience</i>	Key users and end users who will generate standard reports in BWise
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> <li>• completed the 'Quick-Start with BWise' eLearning courses</li> <li>• completed the 'Frameworks with BWise' eLearning courses</li> </ul>
<i>Format</i>	eLearning
<i>Duration</i>	1.5 hours
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Navigate in BWise reporting interfaces (BI Launch Pad and WebI)</li> <li>• Organize and work with documents</li> <li>• Set BI Launch Pad and WebI preferences</li> <li>• Create basic WebI reports (with simple queries)</li> <li>• Format and enhance report design</li> <li>• Schedule WebI reports</li> </ul>

## 7.2 BI Level 1: Discovering Reporting with BWISE

This course explores the BWISE Business Intelligence capabilities to understand what is possible with Web Intelligence (WebI) reports in BWISE. Practical exercises allow you to obtain hands-on experience with basic WebI report functionality in the BWISE training environment.

<i>BI Level 1: Discovering Reporting with BWISE</i>	
<i>Target Audience</i>	Key users and end users who will generate standard reports in BWISE
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> <li>• Completed the 'Quick Start with BWISE' eLearning course</li> <li>• Completed the 'Frameworks with BWISE' eLearning course</li> <li>• Completed the 'BI Fundamentals' eLearning course</li> <li>• BWISE product knowledge</li> </ul>
<i>Format</i>	Classroom Training (ILT)
<i>Duration</i>	1 day
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand the possibilities with BWISE BI reporting</li> <li>• Understand the BWISE reporting architecture and integration</li> <li>• Understand the Universe Template (high level)</li> <li>• Identify BI user profiles and authorizations</li> <li>• Develop basic WebI reports based on BWISE universe template</li> <li>• Format and update existing WebI reports</li> <li>• Write basic report formulas</li> <li>• Add charts/graphs to reports</li> <li>• Complete a master case to create a simple report</li> </ul>

### 7.3 BI Level 2: Advanced B Wise Report Development

This course explores the B Wise Report Development Process and Web Intelligence (WebI) report development skills for building complex reports in B Wise. Practical exercises allow you to obtain hands-on experience with the WebI report development functionality in the B Wise training environment.

<i>BI Level 2: Advanced WebI Report Development</i>	
<i>Target Audience</i>	Key users/Report Developers who will create WebI reports in B Wise.
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> <li>• Completed the 'BI Level 1' classroom course</li> <li>• B Wise product knowledge</li> <li>• Database (query) experience</li> <li>• SQL knowledge and work experience</li> </ul>
<i>Format</i>	Classroom training (ILT)
<i>Duration</i>	2 days
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand the report development process</li> <li>• Analyze business needs and design reports to meet these needs</li> <li>• Understand the B Wise architecture and data retrieval flow</li> <li>• Demonstrate advanced WebI report development skills for B Wise reports</li> <li>• Setup report authorizations (report access and data retrieved)</li> <li>• Test and troubleshoot reports</li> <li>• Migrate reports from B Wise Test to Production environments</li> <li>• Maintain and document reports and provide user support</li> <li>• Complete a master case to design and build a complex report</li> </ul>

## 7.4 BI Level 3: B Wise Reporting Universes Development

This course explores building and maintaining B Wise reporting universes. Practical exercises allow you to obtain hands-on experience with Universe development functionality (Information Design Tool) in the B Wise training environment.

<i>BI Level 3: Reporting Universes Development</i>	
<i>Target Audience</i>	Business Intelligence professionals who will develop and maintain B Wise reporting universes
<i>Prerequisites</i>	Before attending this course, students must have: <ul style="list-style-type: none"> <li>• a good understanding of English (training materials are in English)</li> <li>• Completed the 'BI Level 1' and 'BI Level 2' classroom courses</li> <li>• Completed 'B Wise Functional Track' certification program</li> <li>• In-depth knowledge and work experience of databases, queries, SQL, BO WebI and BO Universe</li> </ul>
<i>Format</i>	Classroom training (ILT)
<i>Duration</i>	5 days
<i>Topics</i>	<ul style="list-style-type: none"> <li>• Understand the building blocks for Universe Development</li> <li>• Create simple and complex SQL queries</li> <li>• Create a dimensional data model</li> <li>• Understand universe design and templates</li> <li>• Create and maintain universes</li> <li>• Understand the B Wise BI architecture and data retrieval flow</li> <li>• Apply advanced data modelling techniques</li> <li>• Test Universes and troubleshoot common errors</li> <li>• Complete a master case to analyze requirements and build a reporting universe</li> </ul>