Bandwidth management and optimisation

Policy Development Workshop

Pre-workshop activities

Facilitator notes

This document outlines any actions the facilitator needs to take prior to the workshop to make sure participants carry out pre-workshop activities. This, in turn, allows for more focused exercises during the workshop.

Document Notes

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Summary

On completion of this session the learner will have:

1. Identified their AUP document, or the lack of it, within their institution

Introduction

Before the workshop, the facilitator will ask participants to identify their AUP (Acceptable Use Policy) document, or lack of it.

In Unit 2, participants who have identified their AUP will identify its strengths and weaknesses, and indicate areas for improvement. Participants who have acknowledged the lack of an AUP within their institution will analyse AUP documents provided by the facilitator, identify their strengths and weaknesses and draft the structure of their new AUP document.

A sample email that the facilitator can use to ask workshop participants to identify their AUP document is included in the next section. Such an email should ideally be sent about two weeks before the workshop.

How to: Sample email

Dear WORKSHOP ORGANISER (person in charge or invitations and participants selection),

In preparation for the forthcoming bandwidth management and optimisation workshop and in particular the policy part of the workshop, please could you send a copy of the attached PDF document to all of the confirmed participants of the **policy part** of the workshop. Could this be done as soon as possible so that people can take the appropriate actions in advance of the workshop.

If you have any questions then please let me know.

Thanks,

Attached: acceptable-use-policy-request.doc

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Note: you need to personalise the above document by updating the dates and location of the workshop in question.