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| Course title:  08  Fall | Bandwidth management and optimisation |
| Module title: | Policy development workshop |
| Unit title: | Developing appropriate policies for use in bandwidth management and optimization. |
| No. of unit | 3 of 4 |
| Session day/time |  |
| Length of session | 3 hrs (ca). |
| Objective | At the end of this unit participants will have  Identified, documented and discussed the key steps that typically need to be taken to develop and implement a policy  Planned the steps that will be taken to (re)develop the policy, who will take these steps, and what the deliverables at each stage will be |
| Purpose | In this unit the process to develop appropriate policies for BMO is described and templates are provided to guide workshop participants through the process.  Process steps, and stakeholders, threats and opportunities for each step. |
| Participant Profile | ICT/Computer centre director and/or deputy director responsible for ICT policy development and implementation;  Other senior staff responsible for the development and implementation of ICT and related policies.  Participants should be those people who will actually manage any ICT related policy development work and/or those that will author the actual policy documents. |
| Pre-workshop activities | Participants will have identified the Acceptable Use Policy (AUP) used within their institutions, of the lack of it, before coming to the workshop (see: facilitator notes on pre-workshop activities). |
| Room Layout | Meeting room suitable for up to 20 participants seated in four groups of five;  Area suitable for break out discussions and refreshments. |
| Number of Participants | Up to 20. |
| Files and Materials | Presentation; exercises. |
| Equipment needed | Presentation facilities (data projector, projection screen/wall);  Flip chart stands, paper and pens; |
| Suggested Methodologies | Presentation of process steps (45 minutes ca);  Question and answer (15 minutes ca);  Exercises (2hrs ca) as outlined in the exercise documents; |
| Notes on using exercises | Like in Unit 2, there are two streams depending on whether participants have identified a AUP upfront or not. |

# FACILITATOR NOTES: UNIT TITLE (1.5 HOURS)

This document gives comprehensive facilitators notes for the above course/module/unit

Selection

Unit outline

Slide Information

Annex with exercises

## Selection

INASP takes the issue of participant selection very seriously and firmly believes that selecting the right people to attend training is one of the most important contributors to training being successful and having maximum impact. There are many factors that feed into an individual being right for a particular training and it is important to establish the characteristics of your ideal participant in advance of any selection. INASP advocate using a competitive selection process whenever possible and we have put together additional information including a sample of our own selection tools, which we have found to be a time effective and thorough way of assessing candidates.

## Module/Unit outline

Introduction

Unit 1 – XXX

Unit 2 - XXX

## Slide Information

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Create Handouts

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## Annex A: materials for activities – facilitator’s version

Copy files into this document as needed.