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| *Week/Day* | *Topic* | *Content* | *Assessment* |
| 1/1 p.m.  Jan 18 | Session1: How this course works Session 2: Doing a Needs Analysis | 1) The Needs Analysis, Acquisition, & Training paper and its assessment requirements. 2) Analysing a business Strategic Plan. |  |
| Confirmation of Groups Group meetings | Formation of Groups  Groups meet to discuss their role as the client Company |  |
| 1/2 a.m.  Jan 19 | Session 3: Value Chain and Work System models | 1) Analysing the business value chain  1) Work systems.  Redesigning the value chain for your client company to a work system based model |  |
| Group meetings | Groups meet to discuss their role as IT Consultants |  |
| 1/2 p.m.  Jan 19. | Session 4, The JAD approach. Using JAD.  The COTS model | 1) The Joint Application Development (JAD) approach to requirements gathering. JAD roles.  2)  The COTS (Commercial Off-The-Shelf) acquisition life cycle model. |  |
| Group meetings  Lecturer will explain the requirements for Assignment 1A | Individual group and JAD Group meetings.  Groups work to analyse their client company and to recommend IT solutions for their needs | Assignment 1A issued. |
| 1/3  Jan 20 | Group meetings  Lecturer will cover any unclear areas and provide assistance to groups. | Groups work to analyse their client company and to recommend IT solutions for their needs |  |
| 1/4 |  | Groups work to analyse their client company and to recommend IT solutions for their needs |  |
| 1/5  Jan 22 | Presentations | Groups will present their analysis an recommendations |  |
| Online |  | Groups work to complete their Needs Analysis report. NOTE: At some stage before groups begin writing the first report you will need to work through the online Study Guide 'Writing a Business Report'. | A draft report may be submitted by **February 5th at 4pm Vietnam time.** |
| Online |  | Completion of Needs Analysis report | **Submit by March 4th at 4pm Vietnam time.** |
| 2/1  March 18 | Session 5, Analysing the solution functional requirements | Work system-based analysis of functional requirements  of the recommended IT solution/s | Remainder of Assignment 1 issued. |
| Session 6, SRS | Platform (Infrastructure) Requirements. |
| Session 7, Evaluating Solutions. RFP | 1) Software, Platform, and Vendor evaluation.  2) Building the RFP. Inclusions in the service contact |
| Session 8: A COTS project plan | Steps in the COTS acquisition process: SRS, ROI, RFI, and RFP etc.. |
| Session 9: Presentation to the client company | How to make presentation to your client company management for go-ahead approvals. |
| 2/2  March 19 | Session 10: Training. Planning training. | 1) Education & Training and the need for both in the workplace.  2)  Planning Training.  3) Writing training aims and objectives.  4) Categorising objectives into knowledge, skills, & attitude. |  |
| Session 11: Pedagogy | Good training principles and practices. Instructional delivery models: blended training delivery |  |
| Session 12: Assessment, Moderation, Evaluation | Assessment of the learning; Moderation of the training programme and of assessments; & Evaluation of the training. |  |
| Online |  | Completion of remainder of Assignment 1:  SRS, Acquisition Plan, RFP, Software Evaluation | **Submit by March 13th at 4pm Vietnam time** Assignment 2 issued. |
| Online |  | Completion of Reflective Report (Individual). Also submit Meeting Minutes and Contribution Matrix. | **Submit by ONE WEEK LATER end-of-day Vietnam time.** |
| Online |  | Completion of Assignment 2 (Individual) | **Submit by end of April.** |
|  |  | | **THERE IS NO EXAM**J |