

MULTIMEDIA TRAINING KIT

Trainers' notes: Choosing Open Source Software

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Introduction	This unit presents a three step method for reviewing and selecting open source software.
Timing/duration	“Short version” – +/-60 minutes (presentation and short group discussion). “Long version” – 3 hours or more (presentation and hands-on planning).
Content outline and main topics covered	<ol style="list-style-type: none"> 1. Choosing the right software (presentation) – Walk through of three step method for software review. (30 minutes) 2. Beyond decision making (presentation): Other issues to consider including migration and training. (15 minutes) 3. Choosing the right software (exercise – long version only) Participants break into groups to go through software review process. (60 minutes +) 4. Group discussion – Participants come back into group to discuss their experience selecting software. (20 minutes)
Target audience	Managers and others in community organizations and not-for-profits with responsibility for IT decision making.
Prerequisite skills/knowledge	<p><i>At least</i></p> <ul style="list-style-type: none"> · Basic computer and web skills. · Familiarity with the basic principles of open source software (could be gained through the MMTK "Introduction to Open Source" unit).
Unit objectives/expected outcomes	By the end of the units participants should be able to identify and select open source software packages to meet their needs.
Pre-workshop activities	If you don't know the group you will be training, ask them to complete and return a pre-workshop questionnaire. This will help you fine-tune the hands-on planning session in line with participants' skills and needs.

<p>Notes on using exercises</p>	<ul style="list-style-type: none"> · Short version: use the worksheets as a basis for a short group discussion. · Long version: hands-on planning using the worksheets (groups of three or four participants). <p>The aim of the exercise is to <i>acquaint</i> participants with all the steps of the planning process.</p> <p>Participants will not be able to fill in all worksheets from scratch.</p> <p>Tailor the hands-on planning sessions according to the needs of the group and the time available by doing any or all of the following:</p> <ul style="list-style-type: none"> - Providing “case studies” for participants to work on. - Providing partially completed worksheets – e.g. with needs and constraints already filled in. - Adapting/reducing the criteria used for evaluating the software packages. - Pre-selecting software options and preparing information about features and specifications in advance. - Choosing software with good demonstration versions. <p>Note: the worksheets are intended to be completed electronically. If you need to use hard copies instead, delete the "typeover" information in the fields.</p>
<p>Resources included with unit</p>	<ul style="list-style-type: none"> · Trainers' notes. · Handout. · Slide presentation. · Worksheet 1: Software needs and constraints. · Worksheet 2: Software package review. · Worksheet 3: Software comparison. · Workshop evaluation form (for trainees). · Materials evaluation form (for trainers). · Copyright statement. <p>Use the general Open Source Glossary and List of Additional Resources with this unit.</p>
<p>Additional trainer resources</p>	<p>-</p>
<p>Equipment needed</p>	<p>1 internet-connected PC for each 3-4 participants, preferably with OpenOffice.org loaded so that participants can fill in worksheets electronically.</p>
<p>Comments</p>	