# MULTIMEDIA TRAINING KIT

## Trainers' notes: Choosing Open Source Software

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<table>
<thead>
<tr>
<th><strong>Introduction</strong></th>
<th>This unit presents a three step method for reviewing and selecting open source software.</th>
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<tbody>
<tr>
<td><strong>Timing/duration</strong></td>
<td>“Short version” – +/-60 minutes (presentation and short group discussion). “Long version” – 3 hours or more (presentation and hands-on planning).</td>
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</table>
| **Content outline and main topics covered** | 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** | *At least*  
· 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. |
**Notes on using exercises**

- 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).

  The aim of the exercise is to *acquaint* participants with all the steps of the planning process.

  Participants will not be able to fill in all worksheets from scratch.

  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:

  - 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.

  Note: the worksheets are intended to be completed electronically. If you need to use hard copies instead, delete the “typeover” information in the fields.

**Resources included with unit**

- 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.

Use the general Open Source Glossary and List of Additional Resources with this unit.

**Additional trainer resources**

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**Equipment needed**

1 internet-connected PC for each 3-4 participants, preferably with OpenOffice.org loaded so that participants can fill in worksheets electronically.

**Comments**