

## **Advanced Software Manager Seminar Syllabus**

### **Section 1: SAM Processes**

Process Importance to SAM  
Software Lifecycle  
SAM Processes  
Best Practice Considerations

### **Section 2: Software Asset Management (SAM) Automation**

Product and Technology Review  
Software Usage  
Contract Management

### **Section 3: SAM Program Team**

SAM Core Team  
Identifying Stakeholders  
Functional IT Roles  
Functional Business Roles  
Program Technical Resources  
Mapping Functions to Your Organization

### **Section 4: SAM Program Assessment**

SAM "Best Practices Reference Model"  
Data Gathering  
Gap Analysis  
Identify and Quantify Potential Benefits

### **Section 5: SAM Program Implementation**

Establish SAM Program Objectives and Scope  
SAM Operations Manual  
Determine course of action for all "Gaps"  
Prioritize Major Activities  
Develop a Project Plan

### **Section 6: Understanding Software Licensing**

Licensing Trends and Impacts  
Other Licensing Impacts  
Organizational Licensing Considerations

### **Section 7: Software Acquisition Planning**

Obtaining the "Right" License Agreement  
Dispute Management Considerations

## **Advanced Software Manager Appendices**

**Appendix A:** Software Inventory Technology

**Appendix B:** SAM Tools Matrix

**Appendix C:** Product Selection and Evaluation

**Appendix D:** Sample SAM Position Descriptions

**Appendix E:** Sample SAM Assessment Documents

**Appendix F:** Sample SAM Policies

**Appendix G:** Sample SAM Program Implementation Plan

**Appendix H:** Organization Licensing Analysis

**Appendix I:** License Model Analysis

**Appendix J:** Sample Standard Software License Terms and Conditions

**Appendix K:** Software License Negotiation