

COURSES 2008

Concepts and Framework

IIM: Index to Infomet

This course outlines the Infomet Systems Methodology Framework, as it is applied to Business and Information Systems. It addresses the way in which System Methodologies have to be implemented in business organisations to ensure success. The *paracentric approach* and the *Infomet Meta Model* are explained. It provides an Index to the full Infomet methodology and should not be viewed as just an introduction course.

The course ensures:

- that existing and future industry influences are understood
- that fundamental principles of business and system engineering requirements are understood.
- that course attendees understand the positioning of work methods and techniques, as well as the tools within the context of the systems methodology framework
- that employees and managers understand the roles and responsibilities needed for implementing a methodology successful, and which training programmes to use to equip staff for their roles.
- that application and limitations of each method set are understood.
- that the attendees understand how the different engineering functions are organised by means of methodology subsystems.

Prerequisites: A reasonable understanding of IT.

Duration: 1 Day

Attendees: System Engineers, Business Analysts, System or Project Managers.

Management

EB: Executive Briefing of Business and Information System Engineering

The course explains system methodologies from an executive management perspective. The need for, benefits and problems of an integrated business and system engineering approach are discussed.

It focuses on management roles and responsibilities in specifying and an understanding the most important business models used during and after the project.

This course highlights the importance of executive commitment to the process, by detailing involvement, benefits and risks associated with the use of a formal engineering approach.

Prerequisites: None

Duration: 2 Hours

Attendees: Senior and Executive Management.

Management Programme:

Targets senior business management, providing an essential understanding of new approaches to system specification and building. The internal roles and responsibilities of the business and engineering staff are emphasized.

XMG: Management Overview of System Methodologies

Explains methodologies from a senior system manager's perspective. The need for, benefits and problems of an integrated engineering approach are discussed.

It provides a conceptual overview of the mandatory method sets required to specify the architecture, build the systems and manage the process optimally. Senior management is given an understanding of the techniques needed by them to assist in defining the business requirements as formal models and to read, interpret and apply this formalized knowledge effectively.

This course highlights the importance of senior management's commitment to the process, by detailing their involvement. Associated benefits and risks of using a formal system engineering approach are covered.

Prerequisites: None

Duration: 1/2 Day

Attendees: Middle Management, Process Owners.

Business Engineering

Business Engineering Programme:

Designed to teach business analysts and engineers advanced analysis and problem solving method sets, to assist in business architecture definition. These methods interrelate with those used by System Specifiers.

BAN: Business Analysis

The course equips business analysts with the newest business modeling methods and techniques, enabling complete business area analysis and specification. These methods and techniques ensure that business requirements and needs are accurately reflected in models produced.

The business analyst is also equipped to formally re-engineer business areas as well as being able to practically support system development projects.

The course consists of topics from various areas of the methodology, relevant to the Business Analyst, such as analysis and modeling methods, management methods and work session programmes.

Prerequisites: IIM
Duration: 3 Days
Attendees: Business Analysts, Super Users.

BEN: Business Engineering

This course aims to skill the Business Engineer not only to understand, but to be able to fully model and specify systems at the business architecture level. The focus is on the technical aspects of business architecture.

The *business engineer* is a new profession, introduced by Infomet, to address the inadequate and deficient approaches used by business analysts for formally specifying the business architecture in a manner that correctly represents the business requirements on the one hand, but also provides a set of engineering specifications that conforms to system engineering requirements on the other. A task, which when performed by technical staff, typically lead to a technically biased approach which ignored important business considerations.

The task of the business engineer is to co-operate closely with executive and middle management in order to ensure that:

- the requirements are translated into an architecture that correctly reflects business requirements
- the approach is practical and executable within the business parameters
- the desired architectural features is not compromised for short sighted short term benefits only.

Topics covered are strategy factor analysis, strategy management, modeling and specifying all of the dimensions of a system up to the full logical level. Situation analysis, impact analysis and tactical planning derived from the logical specifications. Business Process Re-engineering

Prerequisites: IIM
Duration: 3 Days
Attendees: Business Analysts, Senior Users.

BEN/W: Business Engineering Workshop

This workshop provides additional practice, through case studies, in the topics covered during BEN. The course consolidates the Work Methods and Techniques used in the Business Specification System of the Infomet methodology.

The advantage of the Workshop is that the attendees are provided material, templates and a workbook in which they have to apply the methods techniques to build a proper and complete Case Study, based on a real life scenarios.

Prerequisites: IIM, BEN
Duration: 5 Days
Attendees: Individuals who complete BEN

Software Engineering

Software Engineering Programmes:

Refined and enhanced mainstream specification method sets (data and function) are taught in conjunction with unique method sets (time, locality, responsibility, strategy, and operation) to enable the building of architecturally complete system specifications.

ISS/1: Information Specification System (1)

The course is aimed at equipping the system specifier to model a system at the existential, conceptual and logical levels. Because of the limited time allowed for the course, it focuses on the minimal principal work methods: function, data and system operation.

Topics covered in this course are function analysis/-modeling (function structure diagrams), data analysis/-modeling (attribute dependency diagrams, normalization, data structure diagrams), and operational analysis/modeling (system operation diagrams).

The relevant work methods and techniques of each topic are lectured in detail and exercises are provided. These work methods, in relationship to the paracentric approach, are explained and an introduction to Joint Application Development (JAD) and Joint Project Management (JPM) is given.

Prerequisites: IIM, BEN
Duration: 5 Days
Attendees: System Architects, System Specifiers, Technical Specialists.

ISS/2: Information Specification System

This course covers the remaining work methods in the paracentric model, not covered during ISS/1. They are work methods for the strategy, organisation, time, locality and object dimensions. Advanced modeling topics, relating to the data and function dimensions, are covered, as well as the transformation of logical to physical application specifications.

Prerequisites: ISS/1
Duration: 5 Days
Attendees: System Architects, System Specifiers, Technical Specialists, Project Managers.

ISS/W: Information Specification System (Workshop)

This workshop provides additional practice in the topics covered during ISS/1 and ISS/2, through case studies. The course consolidates the work methods and techniques used in the Application Specification System of the Infomet methodology. The Infomet Development Centre is used to illustrate the automated support of method rules, specification repository issues and benefits and automated system generation.

Since it is impossible to complete the theoretical courses and be adequately proficient in the use of the methods, this workshop turns theory into practical capability.

Prerequisites: IIM
Duration: 5 Days
Attendees: Individuals who complete ISS/1 and ISS/2

IEN: Information Engineering (1)

This course is aimed at equipping the information engineer to model a system at all levels of an Information Delivery Solution.

It covers the entire process – from source to delivery:

- Analysis of Source System data
- Extraction of Source data
- Landing the Data
- Staging the Data
- Loading the ODS / DWH
- Backward Reconciliation
- Validating Source Data
- Enriching the Data
- Calculators and Calc Engines
- Building the Cube Views
- Building Information Extracts
- Delivery and Presentation.

Aspects that will be covered in detail are the following: data modeling, data quality, identification and handling of data anomalies by means of self deprecating work around and data cleanup approaches. Rationalising, normalizing, generalizing, and standardization of data in the Delivery Architecture.

Finally great emphasis is placed on delivering quality information via various Information Presentation vehicles.

Prerequisites: IIM
Duration: 5 Days
Attendees: System Architects, System Specifiers, Technical Specialists.

Project Management

Project Management Programme:

Revolutionises traditional system's project management. Unique method sets are taught to increase project productivity dramatically through exploiting Infomet's advanced specification methods.

PMS: Project Management System

This course teaches the project manager how to deploy the Infomet invented Project Management techniques in relation to formal project management practices.

System specification models contain valuable information which assists in the tasks of estimation, construction prioritisation (both technical and business bias), risk assessment and phased implementation planning. Valuable techniques have been developed by Infomet, which allow the project manager to extract this information from the system models, and to transform and depict it using conventional project management techniques such as PERT and GANTT charts.

Unique concepts such as configurable life cycles and parallel project phasing are also covered on the course.

Prerequisites: IIM, BEN or ISSI
Duration: 5 Days
Attendees: Project Managers/Leaders, System Managers, Methodology Implementers.

Additional workshops providing more practice are also available on demand.

JAD: JAD Facilitation / Management

This course teaches the Analyst as a JAD Facilitator to manage and facilitate interactive requirement analysis and specification work sessions with all the key participants. It teaches the facilitator how to plan a JAD schedule and sessions, how to manage the expectations, the issues, and how to extract the requirements from the participants and turn them into a formal models and specifications.

The JAD Facilitator is the bridge between the Business Managers and Users and the Technical Experts and Developers. He needs to use a language that is clear and that everyone can relate to. He acts as a communicator and a translator. The course teaches when to facilitate and when to intermedate and how to establish / restore good communication between all the participants. The

Facilitator is taught how to lead the sessions in a positive and constructive manner and how to collaborate closely with the Project Manager.

A significant amount of the time on the JAD course is spent in practical application of the theory. This re-enforce the theoretical JAD concepts, and to allow the course participants to experience the leading of a JAD session in a non threatening environment. Additional positive spin-offs occur as a result of the practical orientation of the course, these include:

- Practical application of Infomet Methodology.
- Ability to leverage the Paracentric approach.
- Ability as a JAD Session Facilitator.
- Practically experience in how to successfully deal with typical problems.
- Growth of confidence as a JAD leader

Prerequisites: IIM, BEN or ISSI

Duration: 3 Days

Attendees: System Specifiers, Business Analysts, JAD Facilitators/Managers.

JAD Participant (User)

Work Session Participant Programmes:

Equips the end user to participate effectively in system projects, deploying the newest method sets and techniques. An understanding of the relevant methods is provided, together with a comprehensive explanation of the role and responsibilities of user participants on system engineering projects

USR: User Participation Programme

This course covers the user's role in the establishment of a system, and provides an understanding of business systems modeling and information system operation at a level relevant to the user. It is imperative that a user accepts ownership of a system early in the development process.

The user is provided with knowledge which will enhance their ability to participate in specification and modeling work sessions. This knowledge, together with the basic skills of model interpretation, equips the user to understand and fulfill their role on system projects completely and adequately.

The benefits are more productive work sessions, less time needed for specifications, precise and complete models, and very strong user acceptance and ownership of the system under development.

Prerequisites: IIM

Duration: 1 Day

Attendees: Users involved with logical system specification (during modeling work sessions) and testing during the system establishment process.

RPT: End User Reporting

This course focuses on developing the skill with the end user to build quality information extracts, such as

- Queries
- Graphs
- Reports
- Returns (for Submission)
- Cube driven Pivot Grids
- Information Dashboards
- Powerful Visualizations.

The course is practical and uses a sample database together with some of the commonly used BI tools, e.g. Infomet/GUT, MS Analysis Services, QlikView, Hyperion, Cognos (depending on attendee preference).

Prerequisites: IIM

Duration: 2 Day

Attendees: Users needing to produce Information Extracts as a matter for their Business Units..

STUDENT CERTIFICATION

One of the major problems experienced by any System's Manager when recruiting new staff is judging just how technically capable the candidate is. Often, only after appointing someone, does it become apparent that the individual is not suitable for the position.

In lieu of this, Infomet has introduced a student certification programme. Students will now have the opportunity to "qualify" themselves for a specific role by writing a bi-annual certification exam. Those passing with distinction will receive a gold certificate. Other grades are 1st class (silver certificate) and 2nd class (bronze certificate).

Examination will be set for the following job types:

- Project Manager
- Business Engineer
- Software Engineer
- Information Engineer
- System Builder
- System Specifier
- Application Architect
- Information Custodian
- Platform Architect

Certain requirements must be met before being admitted to a certification examination. Included below is the necessary specifications and requirements, per job description.

SYSTEM BUILDER (S.B.)

1. Attend BLD course
2. Acquire some practical experience as a S.B.
3. Write S.B. certification exam.

SYSTEM SPECIFIER (S.S.)

1. Basic experience as a S.B. and S.A.
2. Attend all ASS course offerings (i.e. BSS/1/2 /W)
3. Acquire some practical experience as a S.S.
4. Write S.S. certification exam.

APPLICATION ARCHITECT (A.A.)

1. Qualify as System Builder.
2. Attend ABS course.
3. Acquire some practical experience as an A.A.
4. Write A.A. certification exam.

PLATFORM ARCHITECT (E.A.)

1. Qualify as S.S.
2. Qualify as A.A.
3. Attend PES course.
4. Acquire some practical experience as an E.A.
5. Write E.A. certification exam.

SOFTWARE ENGINEER

1. A formal degree in Computer Science
2. Qualify as a S.S.
3. Qualify as a P.A.
4. Qualify as an A.A.
5. Acquire some practical experience as a S.E.
6. Write S.E. certification exam.

BUSINESS ENGINEER

1. A formal degree in Business Administration is a pre-requisite (MBA or equivalent)
2. Qualify as a Software Engineer.
3. Qualify as a Work Session Facilitator.
4. Qualify as a Project Manager
5. Write B.E. certification exam.

INFORMATION ENGINEER

1. A formal degree in Business Information Science
2. Qualify as a System Specifier.
3. Qualify as a Work Session Facilitator.
4. Write I.E. certification exam.

INFORMATION CUSTODIAN

1. A formal B-degree.
2. Qualify as a JAD Participant.
3. Qualify as a n End User Report Writer.
4. Write I.C. certification exam.

PROJECT MANAGER (P.M.)

1. Acquire some practical experience as S.A.
2. Acquire some practical experience as E.A.
3. Acquire some practical experience as an S.S.
4. Attend PMS course.
5. Acquire some practical experience as a P.M.
6. Write P.M. certification exam.

Duration & Cost

Course Code	Duration	Price/Person
IIM	1 Day	R 4, 500
XMG	2 Hours	R 5, 000
MNG	½ Day	R 5, 000
BAN	3 Days	R 9, 600
BAN/W	3 Days	R 9, 600
BEN	3 Days	R 9, 600
BEN/W	3 Days	R 9, 600
IEN	5 Days	R 13, 500
ISS/1	5 Days	R 13, 500
ISS/2	5 Days	R 13, 500
ISS/W	5 Days	R 13, 500
USR	2 Day	R 7, 200
RPT	2 Day	R 7, 200
JAD	3 Days	R 14, 500
PMS	5 Days	R 13, 500

Commercial Considerations

1. All prices exclude VAT
2. 30% Discount for Upfront Payment (Not applicable where volume discounts are provided)
3. Volume discounts are provided (see table below)
4. Course bookings cannot be cancelled 7 days prior to the commencement of the Course
5. Add R 400.00 per person for training manual if not reproduced by client
6. Travel and accommodation costs is excluded
7. Add R 180.00 per person per day for catering and facilities if course is held off-site
8. Infomet provides fully equipped notebooks for the students (Remains Infomet Asset)
9. Travel and accommodation for course lecturer must be negotiated if outside the Gauteng region
10. Payment is expected at registration
11. Cancellation and Transfers: 50% refund will be given for cancellation received in writing 8 days before the booked course is due to commence
12. A Replacement is welcome should the candidate be unable to attend
13. Full refund will be given for cancellations received in writing two weeks prior to course commencement date

Volume based discount table					
Number of People	6 ... 12	13 ... 18	19 ... 22	>26	SITE
Discount %	5 %	10%	15%	25%	35%

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