

LOT 1 - Services for design and delivery of face-to-face training, blended learning and new learning technologies services
Best practices - Annex 3D

INTRODUCTION OF NEW COURSES IN DTS CATALOGUE: STEP BY STEP

	Step	Task	Who				Ultimate Timing	Remarks
			DTS	Product Manager	ITIC	Supplier		
PROCESS ↓	1	Organisation of PFM meeting	X				2x per year Q2-Q4	
	2	Proposal of new courses				X	Q2-Q4	
	3	Selection of new courses for DTS catalogue		X			Q2-Q4	
	4	Course content proposal (via DTS template)				X	max 10 working days after request	
	5	Course Content validation		X			Step 4 + 15 working days	
	6	Technical validation						
	6a	Delivery Installation Package (Soft+Labs+Installation Guide)				X	Step 5 + 10 working days	
	6b	Technical Installation			X		Step 6a + 5 working days	
	6c	Technical validation by Instructor				X	Step 6b + 5 working days	Designer days. Attention annex I Request Description of Work
	6d	Final Technical Approval (once 6a,6b,6c completely OK)			X		Step 6c + 5 working days	
	7	Insertion in DTS catalogue	X				Step 6 + 5 working days	
	8	Programmation of courses	X				Step 6 + 5 working days	

Legend Q

Quarter