

CSAM Certified Software Asset Manager

CSAM Syllabus

Two methods of instruction offered:

Instructor led (in person) – Class room; various locations. Conducted in 2 full day sessions

Interactive (live) online instruction – Conducted in either 2 full day sessions or 4 half day sessions.

2 day Course Schedule (8 hours each day):

Day 1 :

- ⇒ Introductions
- ⇒ ITAM Code of Ethics
- ⇒ Overview of the ITAM Program
- ⇒ ITAM Key Process Areas
- ⇒ Communication and Education
- ⇒ Policies and Procedures
- ⇒ Compliance Management
- ⇒ Software Industry Member (Enforcement) Organizations
- ⇒ Compliance Preparations
- ⇒ Proactive vs Reactive SAM
- ⇒ Summary of Day 1 Instruction
- ⇒ Homework Assignment for Day 1

Day 2 :

- ⇒ Homework Review
- ⇒ Question and Answer Period
- ⇒ Software Licensing
- ⇒ Software Types
- ⇒ ITAM Tools
- ⇒ Cost Savings and Benefits
- ⇒ Acquisitions
- ⇒ Negotiations
- ⇒ Terms and Conditions
- ⇒ License Management and Documentation License Agreements
- ⇒ Contract Repository
- ⇒ Vendor Management
- ⇒ Disposal Management,
- ⇒ Project Planning and Management
- ⇒ Change Management
- ⇒ Class Summary
- ⇒ Question and answer Period Before end of Class

4 day Course Schedule:

Day 1 :

- ⇒ Introductions
- ⇒ ITAM Code of Ethics
- ⇒ Overview of the ITAM Program
- ⇒ ITAM Key Process Areas
- ⇒ Communication and Education
- ⇒ Policies and Procedures

Day 2 :

- ⇒ Previous Day Review Period, Questions
- ⇒ Compliance Management
- ⇒ Software Industry Member (Enforcement) Organizations
- ⇒ Compliance Preparations
- ⇒ Proactive vs Reactive SAM
- ⇒ Software Licensing
- ⇒ Software Types
- ⇒ ITAM Tools
- ⇒ Cost Savings and Benefits

Day 3 :

- ⇒ Previous Day Review Period, Questions
- ⇒ Acquisitions
- ⇒ Negotiations
- ⇒ Terms and Conditions
- ⇒ License Management

Day 4 :

- ⇒ Previous Day Review Period, Questions
- ⇒ Software Documentation
- ⇒ License Agreements
- ⇒ Contract Repository
- ⇒ Vendor Management
- ⇒ Disposal Management
- ⇒ Project Planning and Management
- ⇒ Change Management
- ⇒ Class Summary
- ⇒ Final Question and answer Period Before end of Class



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