



# THE REPUBLIC UNITED OF TANZANIA

## INSTITUTE OF ACCOUNTANCY ARUSHA



### SHORT COURSE ANNOUNCEMENT ON IT GOVERNANCE

IAA/BP/3

Dear Sir or Madam,

**RE: INVITATION TO THE TRAINING PROGRAMME ON IT GOVERNANCE:**

The Institute of Accountancy Arusha is pleased to invite you to an "IT Governance" course which will commence on **05th – 16th November, 2018** at IAA

**1.0 INTRODUCTION:**

The course covers governance and more specifically IT governance with particular reference to IT Services.

While corporate governance developments have primarily been driven by the need for transparency on enterprise risks and the protection of shareholder value, the pervasive use of technology has created a critical dependency on IT that calls for a specific focus on IT governance.

The main goal of IT governance is to establish structures and processes to ensure that IT aligns with the business strategy, that risks and opportunities are properly managed and that IT delivers value for money. Primarily these are focused on the IT Services that provide the core underpinning infrastructure and applications to support the business.

## **2.0 COURSE OBJECTIVE:**

This course provides an opportunity to learn about the key elements of IT governance, the underpinning industry frameworks and the roadmap to implementing effective IT governance.

### **Structure**

The course comprises lectures and group discussion. The course content is based on a wide range of resources including industry best practice and established governance frameworks such as MOF and COBIT.

## **3.0 COURSE CONTENTS:**

### **Module 1: IT Governance – The Business Case**

- Lesson 1: Why is IT Governance important?
- Lesson 2: What does IT Governance cover?
- Lesson 3: What are the benefits?
- Lesson 4: What is IT Governance best practice?

### **Module 2: Performance Measurement**

- Lesson1: Why is performance measurement important?
- Lesson2: What does performance measurement cover?
- Lesson3: Who are the stakeholders and what are their requirements?
- Lesson4: What should we measure?
- Lesson5: What is best practice?

### **Module 3: Implementation Roadmap**

- Lesson 1: Goals and success criteria
- Lesson 2: How to get started
- Lesson 2: Who needs to be involved and what are their roles and responsibilities?

### **Module 4: Communication Strategy & Culture**

- Lesson 1: Who do we need to influence?
- Lesson 2: What are the key messages?
- Lesson 3 Communication best practices
- Lesson 4: Developing an influencing strategy
- Lesson 5: Change roadmap

### **Module 5: Capability Maturity & Assessment**

- Lesson 1: Why IT capability is important
- Lesson 2: How to measure IT capability
- Lesson 3: Setting maturity targets and considering improvements
- Lesson 4: Roadmap for sustaining the approach
- Lesson 5: Self-assessment tool

### **Module 6: Risk Management**

- Lesson 1: What are the risks?
- Lesson 2: What is the best approach for risk analysis and management?
- Lesson 3: Using standards and best practices – is certification useful?
- Lesson 4: What are the roles of management, staff and auditors?
- Lesson 5: Who needs to be competent?
- Lesson 6: What competence is required?
- Lesson 7: How to obtain, develop, retain and verify competence
- Lesson 8: When to source competence from outside
- Lesson 9: Key learning points

### **Module 7: Supplier Governance**

- Lesson 1: Why is supplier governance important?
- Lesson 2: The customer's role
- Lesson 3: How best to select a supplier
- Lesson 4: The customer/supplier relationship
- Lesson 5: Service management techniques and SLAS
- Lesson 6: The supplier/outsourcing governance lifecycle

### **Module 8: IT & Audit Working Together and Using CobiT/ MOF**

- Lesson 1: Introduction to CobiT/Mof
- Lesson 2: How is CobiT/Mof being used?
- Lesson 3: What are the roles of IT and audit for IT Governance?
- Lesson 4: How can IT and internal audit work better together?

### **Module 9: Information Security Governance**

- Lesson 1: Background
- Lesson 2: What is information security?
- Lesson 3: Where to focus
- Lesson 3: Roles and responsibilities
- Lesson 4: Action planning and best practice

### **Module 10: Legal & Regulatory Aspects of IT Governance**

- Lesson 1: Legal and regulatory factors affecting IT Governance
- Lesson 2: Roles and responsibilities
- Lesson 3: Best approach to compliance
- Lesson 4: What IT has to do
- Lesson 5: Dealing with third parties
- Lesson 6: Critical success factors

### **Module 11: Architecture Governance**

- Lesson 1: Why is architecture governance important?
- Lesson 2: What are the objectives of architecture governance?

### **Module 12: Managing the IT Investment**

- Lesson 1: Why is managing the IT investment important?
- Lesson 2: Portfolio management
- Lesson 3: Benefits management
- Lesson 4: Measuring investment performance
- Lesson 5: Improve value delivery and ROI

Lesson 6: Measuring and controlling IT operational costs

Lesson 7: Project risk management

### **Module 13: IT Organogram**

Lesson 1: model organogram (and best practices)

Lesson 2: IT organogram in relation to Organization Organogram

Lesson 3: Separation of duties. (Infrastructure/Software Development/Support/etc.)

#### **4.0 TARGET GROUP:**

The course is aimed at business and IT directors, executives, management and Security officers, Risk Managers/officers, Information Systems Analysts, Systems Administrators, Network and Database Administrators, Information Systems Auditors, IT Support Staff, Compliance officers, Managers, Head of Departments and any other interested parties with an interest in compliance, risk and governance, as well as governance practitioners wishing to get more out of their programmes.

#### **5.0 METHODOLOGY**

The course will be achieved through discussions, case studies, and practices/exercises. Participants will receive all course materials, and at the end of the course participants will receive a certificate of completion.

#### **6.0 COURSE FEE:**

The fee for the course is 2,500,000/- (Two million five hundred thousand only) for two weeks (10 working days) to cover for fee, course materials, tea/coffee, lunch. Payment may be in cash, cheque or TISS paid directly to our Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch

#### **7.0 DATE, DURATION, AND VENUE:**

This course will be conducted from **05th – 16th November, 2018** at the Institute of Accountancy Arusha – Njiro Hill.

**NB: Date can be flexible for a group of 8 or more participants**

#### **8.0 FOR MORE DETAILS, YOU MAY CONTACT THE FOLLOWING:**

- Eng. Sifael Sabaya (Course Director)

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**APPLY TO:**

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