

# Syllabus

## TIPA Lead Assessor Course Syllabus

Module	Curriculum Subjects Covered	Duration
<b>TIPA Lead Assessor 01: Organization of a TIPA Assessment Project</b>	<p>This module introduces the structure of a TIPA (Tudor IT Process Assessment) Assessment Project, the workflow of TIPA, which is composed of phases and Tasks; the components of the TIPA Toolbox, the classes of assessment and the main Outputs of a TIPA Assessment Project. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Structure of an Assessment Project</li> <li>• Overview of the Components of a TIPA Assessment Project</li> <li>• Classes of Assessment</li> <li>• Summary</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>1 hr 30 mins</b>
<b>TIPA Lead Assessor 02: Responsibilities of the Lead Assessor</b>	<p>This module explains the main responsibilities of the Lead Assessor during a TIPA Assessment Project. Responsibilities related to project management, the usage of the TIPA Method Checklist, the management of assessment records, and the compliance with TIPA are all covered in this module. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Main Responsibilities of the Lead Assessor</li> <li>• What You Need to Remember</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>15 mins</b>
<b>TIPA Lead Assessor 03: Definition Phase</b>	<p>The Definition Phase is the first phase of the TIPA Assessment Project. This module will cover the main characteristics of the Definition Phase, that is, its purpose, objectives, workflow, Inputs, Outputs, and Tools. It also includes the scope of a TIPA Assessment Project and how to estimate the workload of this type of project. The context of the assessed organization and how to prepare the Assessment Scope Agreement will be covered in this module. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Purpose, Objectives, and Roles</li> <li>• Phase Workflow</li> <li>• Detailed Tasks</li> <li>• Definition Phase Components</li> <li>• Case Study – Assessment Scope Agreement</li> <li>• Summary of Tasks</li> <li>• What You Need to Remember</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>2 hrs 30 mins</b>

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<b>TIPA Lead Assessor 04: The Preparation Phase</b>	<p>The Preparation Phase module will cover the main characteristics of the phase: Purpose, objectives, workflow, Inputs, Outputs, and Tools, the responsibilities of the Lead Assessor during this phase, how to prepare the documents necessary during the Assessment Project, how to define and prepare the Assessment Team, and how to prepare Interviewees for the assessment. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Purpose, Objectives, and Roles</li> <li>• Phase Workflow</li> <li>• Detailed Tasks</li> <li>• Preparation Phase Components</li> <li>• Summary of Tasks</li> <li>• What You Need to Remember</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>2 hrs 15 mins</b>
<b>TIPA Lead Assessor 05: Assessment and Analysis Phases</b>	<p>This module will cover two phases of the TIPA Assessment Project, that is, the Assessment and Analysis Phases. It will cover the main characteristics of both phases: Their purpose, objectives, workflow, Inputs, Outputs, and Tools, the responsibilities of the Lead Assessor during these phases, and how to monitor and adjust the Assessment Team's work during these phases. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Assessment Phase</li> <li>• Analysis Phase</li> <li>• What You Need to Remember</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>45 mins</b>
<b>TIPA Lead Assessor 06: Results Presentation Phase</b>	<p>In this Results Presentation Phase module, the topics to be covered are the main characteristics of the Results Presentation Phase: Its purpose, objectives, workflow, Inputs, Outputs, and Tools, preparing the overall profile and Assessment Report, preparing the Assessment Results Presentation, and holding the Assessment Results Presentation meeting. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Purpose, Objectives, and Roles</li> <li>• Phase Workflow</li> <li>• Detailed Tasks</li> <li>• Results Presentation Phase Components</li> <li>• Summary of Tasks</li> <li>• What You Need to Remember</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>2 hrs 15 mins</b>

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<b>TIPA Lead Assessor 07: Assessment Closure Phase</b>	<p>In the Closure Phase module, the topics that will be covered are the main characteristics of this phase: Its purpose, objectives, workflow, Inputs, Outputs, and Tools, how to hold closure meetings with the Assessment Sponsor and the Assessment Team, how to write the Project Closure Report, and how to perform the administrative Tasks related to TIPA project closure. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Purpose, Objectives, and Roles</li> <li>• Phase Workflow</li> <li>• Detailed Tasks</li> <li>• Assessment Closure Phase Components</li> <li>• Summary of Tasks</li> <li>• What You Need to Remember</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>1 hr</b>
<b>TIPA Lead Assessor 08: Improvement Cycle</b>	<p>This module covers how to start the improvement cycle using the results of the Assessment Project, how to prioritize Improvement Recommendations, identify some guidelines to manage an Improvement Project, and discussing potential pitfalls and key success factors when improving processes. The topics to be covered are:</p> <ul style="list-style-type: none"> <li>• Start an Improvement Project</li> <li>• Prioritize Improvement Recommendations</li> <li>• Improvement Project Guidelines</li> <li>• Potential Pitfalls</li> <li>• Key Success Factors</li> <li>• What You Need to Remember</li> </ul>	
	<b>Recommended Contact Hours</b>	<b>45 mins</b>