

# BYOD for Registered Training Organisations

# Template for Developing a Technical Brief

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[flexiblelearning.net.au](http://flexiblelearning.net.au)

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| --- | --- |
| RTO Name: |  |
| RTO Address: |  |
| Contact Name: |  |
| Position: |  |
| Contact Number: |  |
| Contact Email: |  |

# 1. Project details

Project commencement date:

Project completion date:

What is your approximate budget?

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What are the primary objectives?

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Are there any regulatory considerations?

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What is inside the scope of the project?

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What is not in scope?

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# 2. Resources audit:

What is your current internet connection?

*(eg: ADSL2, NBN Fibre, NBN Wireless, 3G/4G Internet, Satellite, Unsure, No internet connection)*

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Internet Speedtest results (if applicable)

*Run an online speed test (eg* [*www.speedtest.net*](http://www.speedtest.net)*) and enter the results below:*

Download:

Upload:

Ping:

Who is your Internet Service Provider (ISP)?

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Do you currently have any form of wireless infrastructure?

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Do you currently have any form of cabled infrastructure?

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Do you currently offer any form of BYOD to staff/students/guests?

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Do you have multiple physical locations (sites)?

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How many staff do you have?

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How many staff are likely to make use of a BYOD solution?

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How many students do you have?

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How many students are likely to make use of a BYOD solution?

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Do you wish to allow guest access to your BYOD solution?

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Are any of the below are likely to increase in number over the next 3 years?

* staff
* students
* guests
* number of sites

What are planned end uses of BYOD in your RTO?

(*select as many as apply*)

* Video conferencing
* General Internet access
* Video streaming
* Email (Web based such as gmail, other)
* Email (using an installed application such as Outlook)
* Access to LMS (Internally hosted LMS)
* Access to LMS (Externally hosted LMS/Cloud hosted LMS)
* File sharing
* Audio streaming
* Other - please specify

Do you wish to restrict Internet access to certain sites or categories?

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Do you wish to limit internet access speed (bandwidth)?

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Do you wish to limit internet access duration (i.e. specific time of day, certain number of hours per day)?

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Do you wish to limit internet access downloads/quota?

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Do you wish to log user access to internet resources (note that this may be a requirement)?

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Do you wish to separate staff, student and guest networks for security purposes?

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Do you require external access to your network for BYOD devices?

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Do you wish to be able to push applications or settings to the BYO devices?

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Which platforms do you wish to support?

(*Select as many as apply)*

* Android
* Apple iOS (iPhones, iPads)
* Microsoft Windows
* Microsoft Windows Mobile
* Mac OS
* Other

Which internet connectivity types does your BYOD solution need to support?

* wireless
* wired (ethernet)

Is there an optimal time period in which this work should commence? (eg. Semester breaks, when learners are on placement, particular times of day).

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Are there any particular concerns that have not been mentioned that you wish to address?

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# 3. Measuring and reporting

Specific measures of success:

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Review dates, milestones and deliverable:

*(Add rows as necessary)*

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| Date | Milestone/ Deliverable | Responsible person |
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