

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13
1: Review of user requirements		■	■											
2: Technical and pedagogic evaluation of existing systems		■	■	■										
3: Aggregation of toolset components					■	■	■							
4: Creation of toolset interface						■	■							
5: Production of guidance notes and implementation guide						■	■	■						
6: Implement toolset with project partners								■	■	■	■	■	■	
7: Dissemination Activities					■			■		■	■	■	■	■
8: Project Evaluation										■	■	■	■	■
9: Project Management		■	■	■	■	■	■	■	■	■	■	■	■	■

Project start date: 01-03-2005

Project completion date: 31-03-2006

Duration: 13 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1:					
<i><u>Objective: Review of user requirements</u></i>					
1. Identify GMSA requirements for a set of tools to support learners on WBL programmes	01/03/05	30/04/05	List of requirements agreed by appropriate GMSA staff		NSR
2. Identify functionality and needs of academic staff at partners to support foundation degrees	01/03/05	30/04/05	List of identified functionality and requirements		NSR
3. Undertake needs analysis with existing foundation degree students and applicants	01/03/05	30/04/05	Report on issues and tools required by students on foundation degrees		NSR
4. Agreement and sign-off of prioritised list of tools for incorporation within MANSLE	01/03/05	30/04/05	Prioritised list of tools to support learners on foundation degrees		NSR + partner leads

MANSLE – Project Plan Workpackages – 0.1 – 07/03/05

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 2:					
<u>Objective:</u> Evaluation of existing systems					
5. Identification of range of open source tools to support the remit of the MANSLE project	01/03/05	31/03/05	Short list of tools for consideration within MANSLE toolset		MWJ
6. Analysis of each tool to assess feasibility of incorporation within final toolset	01/03/05	31/05/05	Detailed understanding of the technical and operational implications of each tool		MWJ
7. Mapping of identified tools to outputs from workpackage (1)	01/04/05	31/05/05	Mapping document of functionality against tools reviewed		NSR / MWJ
8. Pedagogic evaluation of tools in (5) above to ensure coherence with good practice in the use of PDP/portfolios and work-based learning	01/04/05	30/06/05	Identification of extent to which individual tools and assembled toolset will support effective use of approaches		NSR / SB
WORKPACKAGE 3:					
<u>Objective:</u> Aggregation of toolset components					
9. Identification of interfaces, data flows and additional development work required	01/04/04	31/05/05	Mapping to indicate ways in which individual tools interact with each other		MWJ / NSR
10. Installation and testing of tools onto MANSLE project server	01/04/05	31/05/05	Tools accessible to members of the project team for exploration and testing		MWJ / MDJ
11. Programming and coding to ensure interoperability of individual tools	01/05/05	31/07/05	Undertake additional development as required to ensure individual tools integrate into a cohesive whole		MWJ + external consultancy ¹
12. Testing of integration of tools and data within assembled toolset	01/06/05	31/08/05	Ensure that individual components effectively interact and		MWJ + partner leads
WORKPACKAGE 4:					
<u>Objective:</u> Creation of toolset interface					
13. Design and code user interface	01/05/05	31/07/05	Intuitive access to aggregated tools		MWJ
14. Implement and test authentication processes	01/06/05	31/07/05	User login and access processes		MWJ
15. Initial evaluation pilot of interface with users	01/07/05	31/07/05	Identification of usability issues		MWJ + partners

MANSLE – Project Plan Workpackages – 0.1 – 07/03/05

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 5:					
Objective: Produce implementation guidance					
16. Produce technical operation guides for the MANSLE toolset for student and staff users	01/07/05	30/09/05	Printed and electronic guides for appropriate stakeholders		NSR / MWJ
17. Advise on effective mechanisms for supporting PDP, portfolio development etc using MANSLE	01/07/05	30/09/05	Guidance notes, frameworks and policies for the effect support of these approaches to learning and teaching using technology		NSR / SB
18. Guidance on the effective integration of MANSLE tools within foundation degree programmes	01/07/05	30/09/05	Guidance notes and policies to support curriculum design & development		NSR / SB
WORKPACKAGE 6:					
Objective: Implement toolset with partners					
19. Identify student cohorts and implement access and authentication to the MANSLE server	01/09/05	31/10/05	Appropriate student data from partners integrated into MANSLE toolset		MWJ
20. Utilise MANSLE toolset to deliver and support PDP, portfolio development and mentoring processes on the identified degree programmes	01/09/05	28/02/06	Data stored within the MANSLE server relating to individual student activity in these areas.		Project partner leads / NSR / SB
21. Evaluate interoperability of MANSLE toolset and data with institutional legacy systems	01/09/05	28/02/06	Evaluation report of interoperability issues in ensuring effective integration of MANSLE with other partner systems		MWJ / NSR / project partner leads
WORKPACKAGE 7:					
Objective: Dissemination Activities					
22. Hold dissemination event for the GMSA	01/05/05	31/05/05	Workshop to discuss functionality and to preview tools and user interface		NSR
23. Training and awareness raising for partners	01/07/05	30/09/05	Workshop and training materials to support implementation of toolset		NSR
24. Project dissemination workshops	01/02/05	31/03/05	Two workshops - one for NW institutions and one national		NSR

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 8:					
<u>Objective:</u> Project Evaluation					
25. Technical evaluation of MANSLE toolset from interoperability, systems and data perspectives	01/02/06	31/03/06	Technical evaluation report and action plan		MWJ
26. Pedagogic evaluation of the impact of the MANSLE toolset on the design and delivery of foundation degree programmes	01/11/05	28/02/06	Pedagogic evaluation report, action plan, examples of practice, case and use studies.		NSR / SB / partner leads
27. Impact evaluation on student learning in the workplace and comparison with other approaches to PDP, portfolio development, mentoring, etc	01/11/05	28/02/06	Impact evaluation on student learning, examples of practice, use and case studies		NSR / SB / partner leads
28. Project exit strategy document to identify issues still to be addressed and areas for further development and activity	01/03/06	31/03/06	Exit strategy identifying possible ways forward and options for embedding the MANSLE toolset		NSR / SB / MWJ / partner leads
WORKPACKAGE 9:					
<u>Objective:</u> Project Management					
29. Co-ordination of workpackage delivery	01/03/05	31/03/06	Delivery of all deliverables to agreed timescale		NSR
30. Ensuring compliance with JISC requirements	01/03/05	31/03/06	Liaison with JISC project staff; completion of documentation		NSR
31. Monitoring and escalating project issues	01/03/05	31/03/06	Issues escalated to project board as necessary		NSR
32. Dissemination and collaboration with other projects	01/03/05	31/03/06	Attendance at appropriate programme and project meetings		NSR

Responsibility

NSR - Neil Ringan (Project Manager)

MWJ - Mark Johnson (Technical Manager)

MDJ - Martin Jones (Technical Support)

SB - Sue Burkinshaw (PDP and Portfolio Advisor)

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
--------------------------	---------------------	------------------------	--	-----------	----------------

Notes

- 1) Exact nature and extent of consultancy required will be dependent on final toolset selected