

WORKPACKAGES	Jan 05	Feb 05	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06
Phase 1: Technical development															
1.1 Establish project web-site															
1.2 Deploy test portal															
1.3 Identify compatible portlets															
1.4 Install e-portfolio															
1.5 Portal development															
1.6 Investigate authentication options															
1.7 Deploy production portal															
Phase 2: Identification and linking of resources															
2.1 Shared induction and support services															
2.2 Personal development planning															
2.3 e-portfolio															
Phase 3: Testing and evaluation															
3.1 Identification of courses															
3.2 Training tutors															
3.3 Testing PLPP with students															
3.4 Open meetings															
3.5 Evaluation															
Project Management															
4.1 Progress reports															
4.2 Dissemination plan															
4.3 Final project report															

Project start date: 13-01-2005

Project completion date: 31-03-2006

Duration: 15 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1.1: Establish project web-site <u>Objective:</u> <i>To create a web-site to hold project information at both public and private levels</i>	1Feb05	28Feb05			
1. Design and development of web-site	1Feb05	28Feb05	-		Kent
2. Launch of web-site	28Feb05	28Feb05	Web-site live	1	Kent
WORKPACKAGE 1.2: Deploy test portal <u>Objective:</u> Test environment for uPortal to allow technical staff to gain familiarity	1Feb05	11Feb05			
3. Deploy test portal	1Feb05	11Feb05	Test portal deployed and ready for testing	2	Kent
WORKPACKAGE 1.3: Identify compatible portlets <u>Objective:</u> To identify useful small portals that can easily be added to PLPP	11Feb05	29Apr05			
4. Identify compatible portlets already available	11feb05	29Apr05			Kent
5. Investigate the development of simple portlets in-house	11feb05	29Apr05			Kent

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1.4: Install e-portfolio <u>Objective:</u> To host the PETAL e-portfolio software on the Kent system	3 Mar05	24Mar05			
6. Install e-portfolio in a test environment	3Mar05	24Mar05	e-portfolio available for familiarisation	3	Kent
7. Technical staff to gain familiarity with package	3Mar05	24Mar05			Kent
WORKPACKAGE 1.5: Development of the portal <u>Objective:</u> To incorporate the various services into the PLPP	3Mar05	30Jul05			Kent
8. Make e-portfolio available from the PLPP	3Mar05	24Mar05	e-portfolio available from PLPP	4	Kent
9. Incorporate portlets identified in workpackage 3	Apr05	Jul05	Portlets available from PLPP	5	Kent
10. Incorporate personal development planning	Jun05	Jul05	PDP available from PLPP	6	Kent
11. Incorporate support services/resources	Jun05	Jul05	Support services available from PLPP	7	Kent
12. Report on technical issues	Sep05	Feb06	Technical report on portal implementation	8	Kent
WORKPACKAGE 1.6: Investigate the authentication options <u>Objective:</u> To establish the requirements and options for authentication for potential users of PLPP	3May05	29jul05			Kent
13. Investigate authentication modes to allow staff and students of partners to participate in the trials			Authentication model implemented Report on authentication issues	9 10	Kent

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1.7: Deploy production portal <u>Objective:</u> To have the portal ready for use by students	1Aug05	15Aug05			Kent
14. Transfer portal and services to production server	1Aug05	15Aug05	Portal ready for use	11	Kent
WORKPACKAGE 2.1: Shared induction and support services <u>Objective:</u> Catalogue bank of shared support resources	Feb05	Aug05			CCCUC
15. Identification of target group and needs analysis	Feb05	May05			CCCUC
16. Identification of appropriate self-testing to identify level of need for support	Mar05	May105			CCCUC
17. Identification, evaluation and creation of resources for delivery through portlets (1)	Apr05	Jul05	Bank of catalogued learning objects	12	CCCUC
18. Link of resources into portal	Jul05	Jul05	Support resources available (see activity 11)	7	CCCUC/Kent
19. Identification, evaluation and creation of resources for delivery through portlets (2)	Aug05	Jan06	Further learning objects added to catalogue		CCCUC
20. Link of additional resources to portal	Jan06	Jan06	Additional support services available		CCCUC/Kent
WORKPACKAGE 2.2: Personal development planning <u>Objective:</u> Deliver a personal development planning system suitable for the needs of users	Feb05	Aug05			CCCUC
21. Define usable PDP package	Feb05	May05			CCCUC
22. Develop interface for portlet delivery	May05	Jul05			CCCUC

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
23. Test and evaluate interface	Jul05	Aug05			CCCUC
24. Link PDP into portal	Aug05	Aug05	PDP available (see activity 10)	6	CCCUC/Kent
WORKPACKAGE 2.3: e-portfolio	Feb05	May05			CCCUC
<u>Objective:</u> Evaluate how PETAL e-portfolio can be implemented					
25. PETAL evaluation	Feb05	Apr05			CCCUC
26. Finalise how PETAL will be used	Apr05	May05	Report on use of e-portfolio	13	CCCUC
WORK PACKAGE 3.1 Identification of courses	April 2005	July 2005		14	CCCUC
<u>Objective:</u> Identification of at least two courses to trial each of the major aspects of the PLPP. Where possible courses will trial all aspects of the PLPP but some courses may only trial specific services.			Memorandum of Understanding with relevant Heads of Department, Programme Directors and Course Tutors		
27. CCCUC: Faculty of Education	April 2005	July 2005			
28. CCCUC: Faculty of Health	April 2005	July 2005			
29. North West Kent College	April 2005	July 2005			
30. Thanet College	April 2005	July 2005			
31. Mid Kent College	April 2005	July 2005			
32. Kent Adult Education Service	April 2005	July 2005			

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 3.2 Training of Tutors Objective: Development of skills set for tutors in preparation for engagement with PLPP					
33. To establish, develop and resource a 'training the trainers' programme Develop a core programme Create a training handbook and manual	Jun05	Aug05	Creation of a handbook , training programme and package of support for tutors	15	Greenwich/CC CUC
34. To deliver a 'training the trainers' programme Set single training event Create networked learning community	Sep05	Sep05	Training event held at the Medway campus	16	Greenwich/CC CUC
WORKPACKAGE 3.3 Testing the PLPP by students Objective: To test different aspects of the PLPP using students from active courses					
35. At least one activity for each course selected	Sep05	Mar06			Partner
WORKPACKAGE 3.4 Open meetings Objective: To introduce participants to PLPP and to disseminate information about PLPP					
36. Open meeting 1 Introduction to and demonstration of aspects of PLPP, possibly joint with eLISA project. Exact remit still to be agreed.	May05	June05	Open meeting held	17	CCCUC/KNTI
37. Open meeting 2 Review of PLPP and eLISA project progress drawing together users, developers and other interested people. Exact remit still to be agreed.	Jan06	Mar06	Open meeting held	18	CCCUC/KNTI

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WORKPACKAGE 3.5 Evaluation Objective: Evaluation of PLPP					
38. Develop evaluation plan	Feb05	Apr05	Evaluation plan	19	AimHigher
39. Undertake evaluation	Jan 06	Mar06	Evaluation report	20	AimHigher
WORKPACKAGE 4.1 Project management Objective: Reporting to JISC					
40. Mid Project progress report	Aug05	Sep05	Mid project progress report	21	KNTI
41. Dissemination plan	Jan06	Mar06	Dissemination plan	22	KNTI
42. Final project report	Feb06	Mar06	Final project report	23	KNTI