

JISC Project Plan

Overview of Project

1. Background

The origins for this project lie within successful technological and curricula collaborative developments within the Yorkshire and Humber region. The core technological approach established through the HLSI (High Level skills for Industry) Project centred on the University of Huddersfield and now managed and developed by Kainao Limited has established the use of a standard based learning objects repository and provided the associated tools for its management and adoption by a widespread community of users. The region also contains a strong partnership of committed and enthusiastic learning organisations and educational institutions. Building on these strong foundations, and with the necessary curricula insight gained through this project, the intention is to make an important contribution to an understanding of the progression routes for learners and significantly progress the technologies enabling learners and providers to broaden opportunities for access and lifelong learning.

2. Aims and Objectives

The project addresses two of the themes identified in the JISC circular 7/04: Regional e-learning pilot projects around distributed e-learning.

Theme 1: Facilitating progression

Theme 2: Collaborative teaching and sharing of resources across institutions

The project will develop the necessary understanding for the development and piloting of curriculum modelled progression routes. Working with a range of partners, within the broad discipline area of 'Media and Digital Arts' and representative of a number of sector entry levels, we will collectively undertake the modelling process which will inform development of the system and allow a pilot, using a Foundation degree in Applied Digital Media accredited by the University of Hull and delivered by a regional consortium, to prove the concept.

The project will offer a means by which learners and providers will have the ability to search and retrieve a range of curricula detail from within a new curriculum repository, enabling exploration and selection of entry points, pathways module specifications, lesson plans and routes leading to higher education.

The project will start on the 31st January 2005 and will be completed by 31st March 2006.

The project will consist of research into the requirements of the various sectors for curriculum development; modelling and representation together with supporting standards based tools and technologies. The outcomes will support ongoing work linked with LEA, Setpoint, LSC/RDA and HE initiatives in the region

3. Overall Approach

The main focus will be on pathways, progression and vocational life long learning as identified in themes 1 and 3 of the Regional e-learning pilot projects, distributed eLearning programme.

Aspects of theme 2 will be covered but these will be incidental to the main focus and will not form part of funded activity as the content repository is an already established facility in Yorkshire and the Humber region and the foundation degree curriculum already exists. The proposal is not concerned with the development of teaching materials but modelling and mapping of curricula information, transparent learning outcomes and identifying progression opportunities to HE.

Curriculum modelling and mapping will be designed to allow learners and providers to identify progression routes, qualifications and accreditation pathways, modules and learning activities.

In this process *Modelling* is viewed as the process of creating a specification of information elements, their attributes and characteristics and the structural relationships between these elements, whilst *Mapping* is the process of identifying existing information items in the domain and defining these items in terms of elements from the model.

The Centre for Learning Development at the University of Hull will provide the initial research into curricula structure, variation in presentation, and terminologies across sectors. Their well-developed network of partners supporting the Foundation degree in Applied Digital Media will provide the basis for the pilot to be completed within the lifetime of the project. The HLSI partnership and core development team (Kainao Ltd) have significant experience in the development of standard based educational software, gained through the development of the user community around the content repository and associated tools. The identified partnerships are crucial to the regional success of this project. The partners have confidence in collaborative working in programme development, delivery and programme resources through the use of familiar e learning systems. The piloting of the curriculum modelling framework proposed will benefit greatly from the existing, demonstrable, willingness to engage with content creation through the familiar tool (HLSI's e-cat tool for Word), meta-tagging, content storage and sharing in an existing standards based repository.

4. Project Outputs

A specification for the E Learning Framework in the area of curriculum
Curriculum modelling and progression route planning
Curriculum modelling tool
Cross-sector cross-institution curriculum development and delivery collaboration
Dissemination and awareness raising and initial evaluation

5. Project Outcomes

The project breaks new ground and serves to populate the E-Learning Framework in the area of curriculum by identifying the elements necessary to create a common information model and the tools to enable all partners, irrespective of sector, to contribute to the curriculum capture exercise and thus the curriculum repository and progression. The intention is to produce transferable standards-based, tools and documented processes to support the e-Learning Framework agenda.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
Kainao	Research and Development, Technological sustainability, Emergent frameworks, Commercial synergy	High

University of Hull Strategic Development Unit	Institutional priorities, Progression routes	High
Hull Foundation Degree Federation	Progression routes, Curriculum development	High
Yorkshire Forward and Humberside LSC Digital Clusters	Regional economic strategy	High
Regional Learners	Progression routes	High
Teachers and Curriculum Managers	Progression routes Curriculum identification and enhancement	High
Sector Skills Council -Skillset- Broadcast and Media	Progression, Curriculum development	Medium
University of Hull and Associate College Network Foundation Degree in Applied Digital Media	Strategic partnership development, Curriculum development	High
West Yorkshire SETPOINT	Curriculum development, Strategic partnership and progression	High
SYFEC-South Yorkshire Further Education Consortium	Strategic partnership development Progression	High
West Yorkshire Consortium of Colleges	Progression, Curriculum development	High
Yorkshire Universities	Regional Cohesion	Medium
DFES Adult Strategy Unit	Progression, Strategic partnership	Medium
Learndirect	Progression, Regional strategic fit	Medium
UCAS	Systems development, Progression routes	Medium
CETIS	Standard and specification development and definition	High
JISC	Standard and specification development and definition	High

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing				
Staff capacity, loss of key personnel	1	3	3	Covering staff exist elsewhere in the Institution
Organisational				
Non-engagement of partnerships	1	3	3	Working through learning partnerships office. Established and enthusiastic networks in placed
Delay or difficulty in obtaining curricula data	2	3	6	Partners have unforeseen pressure, but they are committed and resource has been budgeted to facilitate and allow their involvement

Insufficient data and results from Pilot phase	2	3	6	Proof of concept does not require large-scale user evaluations and partners are committed. Good communication about purpose and opportunities should ensure a suitable pilot
Mission drift	3	3	9	Potentially high due to partner involvement - mitigate through regular communication and monitoring
Technical				
Technical Failure of the Repository or tools	1	3	3	Uses existing tried and tested technologies. Development team experience
External suppliers				
Legal				
Data Protection	3	3	9	Adherence to standards and codes in force, ensure partner awareness
Ethical Issues	1	3	3	Project Plan submitted to University of Hull Ethics Committee for advice and guidance

8. Standards

IEEE LOM metadata utilising the UK LOME CORE application profile
- enables the harvesting and sharing of metadata between systems within the UK and internationally

XML - curriculum documentation produced by the curriculum mapping software will produce an XML output enabling the documents to be shared, re-used and repurposed.

XHTML + CSS - the interface to the repository will be presented using XHTML and CSS to enable the production of an interface that can be customised to support accessibility in accordance with W3C-WAI guidelines

JAVA - all server side development will be undertaken using the JAVA development language a widely used and understood development environment

JAVA Servlets, Web services (SOAP) , SOA (HTTP REST) - these technologies will be used to ensure that the repository can be accessed and interface with external systems by presenting the repository functionality as a number of discrete services and APIs

9. Technical Development

Software development - all software development will be undertaken in the Java language utilising the Eclipse development environment supported by the Subversion source code control system.

Testing - Junit will be used for unit, module and regression testing of all Java code

Build - all build operations will be controlled through the Antsystem
Deployment - deployment of software will be controlled through the Ant system.

The deployment will be hosted on MySQL/MaxDB databases, Apache web server, Apache Tomcat servlet container and Apache Axis for web services

The team will employ extreme development practice throughout the project.

10. Intellectual Property Rights

The IPR of technology-related project outputs would be determined in accordance with University policy and in accordance with JISC guidelines. Software developed within the project will include a customized version of e-cat for creating curriculum documents. This software will be freely available to the FE/HE community under the same terms as the current e-cat software, currently there are restrictions on the license that prevent it from being offered as open source. The intention is that curriculum data gathered as part of the project will be published in the reports that are defined as outputs for the project. Partner engagement agreements will include clauses to this effect.

Project Resources

11. Project Partners

The project is comprised of the following partners:

Partner	Role	Main contact
The University of Hull	Lead partner, project management, curricula research and definition	Mr Charlie Cordeaux
Kainao Limited	Technical development modelling and specification development	Dr Ben Ryan
Regional Sectoral Partner Organisations will include: Work based Organisation Commercial Training Provider ACL Organisation School 14-19 FE with COVE status FE Colleges	Curricula definition and modelling, piloting and feedback	

Regional Partnership organisations will be selected under the following criteria:

The partner should be an institution that provides opportunities for learning or training within a subject area identified for curricula modelling.

The partner must demonstrate that they have adequate primary resources for the delivery of their outputs and advise how they intend to backfill or make any necessary internal arrangement to utilise these resources.

It is expected that the partner should be able to provide information and relevant documentation relating to the selected curricula area.

Partner Organisations will be expected to engage with the project by contributing to the following tasks:

Conduct an information gathering exercise to identify documentation that defines the curricula delivered in the identified subject area.

Produce a report detailing the major concepts and elements that are used in curricula design at their institution.

Participate in workshops intended to explore and discuss curricula based on the information gathering and reporting undertaken by the partner and other project partners.

Undertake trialling of software intended to support curriculum design and allow curriculum mapping intended to enhance the quality of curricula documentation. If possible ensure student involvement within this piloting phase.

Partner Organisations will be engaged under individual Partner Organisation Engagement Letters of Agreement. These will be negotiated, completed, and copied to the programme manager by 30/04/05 (see activity 38 work package 7)

A main project consortium agreement between the University of Hull and Kino Limited is currently with the respective legal representatives and will be returned to the programme manager by 31/03/05.

12. Project Management

The Centre for Learning Development at the University of Hull will act as Lead Partner for the project and will be the primary point of contact between the participants and JISC. Mr Charlie Cordeaux will act as project manager.

His tasks will include:

- Preparing the project plan
- Coordinating and managing project work
- Monitoring project progress and performance
- Ensuring that project outputs are delivered on time
- Identifying risks, problems, and issues, and escalating them as appropriate
- Managing communication within the project and with the programme manager
- Preparing progress, final, and other reports
- Arranging meetings (e.g. steering group) and writing the minutes
- Managing project resources, including the budget

Coordinating work on any consortium or partner engagement agreements
 Maintaining the project web site
 Maintaining project documentation
 Ensuring that the project abides by the letter of grant, the JISC Terms and Conditions,
 And the JISC Project Management Guidelines

The project will establish a steering group drawn from the key stakeholders as already identified. This group will meet quarterly prior to the submission of each report in the reporting cycle for the JISC. Terms of reference for the steering group will be established prior to the first meeting.

The core project team will meet on a minimum of 30 scheduled occasions throughout the project timetable. This will be in addition to any other regular communication and contact.

The project team will be made up of the following members:

Person	Role	Contact details
Charlie Cordeaux (CC)	Project Manager Curricula Research	Centre for Learning Development, The University of Hull Hull, HU6 7RX c.n.cordeaux@hull.ac.uk 01482 466315 Fax 01482 466227
Simon Atkinson (SA)	Curricula Research Dissemination and Partner Engagement	Centre for Learning Development, The University of Hull Hull, HU6 7RX s.p.atkinson@hull.ac.uk 01482 465244
Dr Ian White (IW)	Curricula Research	Centre for Learning Development, The University of Hull Hull, HU6 7RX i.white@hull.ac.uk 01482 466144
Dr Ben Ryan (BR)	Lead Technical Development	Kainao Limited, Suites 4-5, Eller lie House Queens Road, Edgerton, Huddersfield, HD3 3AP www.kainao.com b.ryan@kainao.com 01484 453303 mob 07879001368
Steve Walmsley (SW)	Coordination and Partner Engagement	Kainao Limited, Suites 4-5, Eller lie House Queens Road, Edgerton, Huddersfield, HD3 3AP s.walmsley@kainao.com 01484 453303 mob 07010731292
Kieran O'Farrell (KO)	Technical Developer	Kainao Limited, Suites 4-5, Eller lie House Queens Road, Edgerton, Huddersfield, HD3 3AP k.ofarrell@kainao.com 01484 453303
Jon Liken (JL)	Technical Developer	Kainao Limited, Suites 4-5, Eller lie House Queens Road, Edgerton, Huddersfield, HD3 3AP j.loken@kainao.com 01484 453303

Charlie Cordeaux will spend 70 days (25% of his available time) on Project Management activities.

13. Programme Support

14. Budget

See [Appendix a](#) Project Budget

Detailed Project Planning

15. Workpackages

See [Appendix B](#) Project Budget

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
As per project plan	Curriculum Model	Is it representative?	Qualitative/Quantitative	Partner feedback
As per project plan	System Functionality	Can you use it	Qualitative/Quantitative	Partner feedback
As per project plan	System Appropriacy	Is it fit for purpose?	Qualitative/Quantitative	Partner feedback Wider community comment
As per project plan	System Capability	Does it reveal progression routes?	Qualitative/Quantitative	Partner feedback Wider community comment
As per project plan	ELF Specification	Is it capable of universal adoption?	Qualitative/Quantitative	Adoption by the wider community

17. Quality Assurance Plan

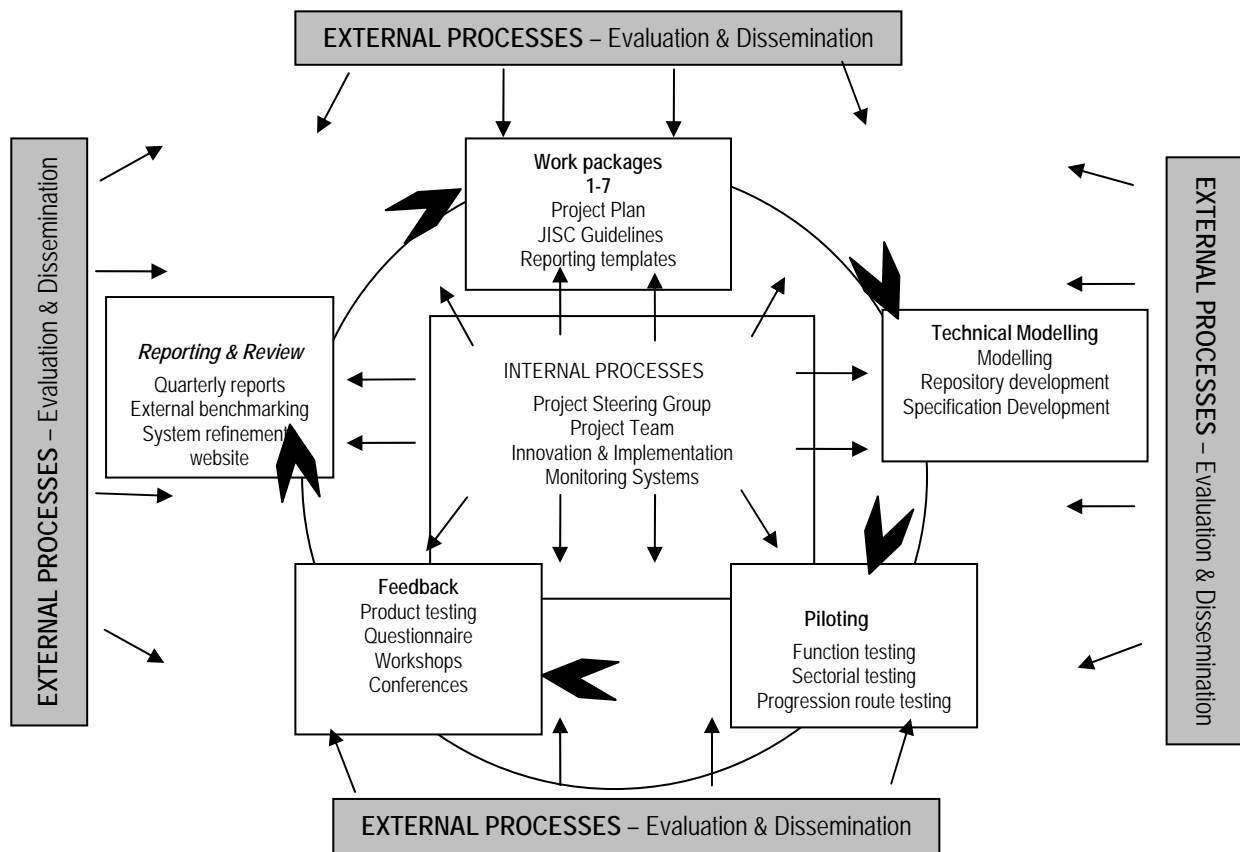
Timing	Compliance With	QA Method(s)	Evidence of Compliance
	Fitness for purpose	Virtuous circle	Continuous liaison with CETIS and wider community
	Best practice for processes	Virtuous quality	Continuous liaison with CETIS and wider standards community
	Adherence to specifications	Virtuous quality circle	Continuous liaison with CETIS and wider standards community
	Adherence to standards	Virtuous quality circle	Continuous liaison with CETIS and wider standards

			community
	Accessibility legislation	Virtuous quality circle, involve TechDis	Continuous liaison with CETIS, TechDis W3C

Quality Management Plan

The Quality Management Plan is conceived as a ‘virtuous circle’, illustrated in Figure 1 below, comprising planning, design, implementation, feedback, reporting, review and refinement, encompassed by the evaluation and monitoring processes. It shows how the internal processes inform project progress and monitoring, while the external processes influence the impact of the project through evaluation and dissemination.

Figure 1 : Virtuous Quality Circle



18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
	Website			
On going in line with project plan	Partner explanation events	Regional Organisations	Engagement Buy in	Get involved
On going in line with project plan	Programme meetings	Wider Community And Programme Strand	Dissemination and networking	What project is doing and updates
On going in line with project plan	Project workshops	Partners Institutional Representatives	Updating Keeping on Track Feedback	
	Partnership events	Partners		
	End of Project event	As wide as possible		

19. Exit/Sustainability Plan

Project Outputs	Action for Take-up & Embedding	Action for Exit
ELF Specification	Ongoing iterative development and further piloting	Disseminated to a wider community
Future development of specification to implementation stage	Integrate with current and future projects as appropriate	Disseminated to a wider community

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Curriculum specification	Population of the ELF	Adoption by other development projects and wider community	
Project partnership	Regional strategic partnership for progression		

Appendixes

Appendix A. Project Budget

Appendix B. Workpackages