

Re-purposing Existing Healthcare Assets To Share REHASH – Project Plan Workpackages – Version 2.0 – 06-05-05

WORKPACKAGES	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>1.0: REHASH start-up</b>													
1.1: Project team													
1.2: Website													
1.3: Pilot													
1.4: Away day and official start													
<b>2.0: Tools and template</b>													
<b>3.0: Main content deliverable development</b>													
3.1: Re-purposing for FE – covering the reproductive, cardiovascular, respiratory and alimentary system to HE 0													
3.2: Re-purposing for HE – covering the above and immune system, nervous system, musculoskeletal system and cellular pathology to HE 1													
<b>4.0: Dissemination</b>													
<b>5.0: Management</b>													
<b>Annexe to Workpackage 3.0</b>													

Project start date: 31-03-2005

Project completion date: 30-03-2006

Duration: 12 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1.1: Project team <i>Objective: Assemble and organise REHASH team</i>	01-03-05	04-07-05			CB
1. Assemble REHASH team and assign roles/duties	01-03-05	03-03-05			TP
2. Conduct interviews for Courseware Developer positions	04-03-05	04-03-05			TP, CB, SH
3. Attend JISC Infonet Del programme regional pilot management course in Birmingham	08-03-05	08-03-05			TP, CB, SD
4. Perform REHASH risk assessment study in conjunction with JISC affiliated consultancy	11-03-05	11-03-05			TP, CB
5. Conduct interview for Courseware Developer	17-03-05	17-03-05			CB

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position					
6. Induct and train new Courseware Developer	18-04-05	03-05-05			CB
7. Induct and train new Courseware developer	20-06-05	04-07-05			CB
<b>WORKPACKAGE 1.2: Website</b>	<b>01-03-05</b>	<b>15-03-05</b>			AS, CB
<b><i>Objective: Design and Develop REHASH Website</i></b>					
8. Develop REHASH website for internet use	01-03-05	09-03-05		Website Start	AS, CB
9. Attend JISC consultation workshop on 'Rights in Digital Environments' and report findings to REHASH technical team	03-03-05	04-03-05			AS
10. Implement password-protected development area into new website for REHASH partners only	09-03-05	15-03-05			AS
11. Implement password-protected student access area, for the Pilot session, into new website for Access to Nursing students only	09-03-05	15-03-05			AS
<b>WORKPACKAGE 1.3: Pilot</b>	<b>09-03-05</b>	<b>17-03-05</b>			
<b><i>Objective: Develop, Implement and Test Pilot</i></b>					
12. Liaise with Access to Nursing contacts and start Pilot re-purposing work	09-03-05	15-03-05		Pilot Start	CB, AS, JC, KB
13. Pilot to be completed and tested by Access to Nursing lecturer for the human reproduction unit at Croydon College	16-03-05	17-03-05	Pilot lesson plan, handouts and feedback to be released via website	Pilot Finish	ALL
14. Qualitative feedback to be carried out on Access students after Pilot session	16-03-05	17-03-05			CB, JC

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<b>WORKPACKAGE 1.4: Away Day and Official Start</b>	09-03-05	31-03-05			
<b><i>Objective: Organise and host REHASH Away Day and Official Start of the Project</i></b>					
15. Contact and liaise with all REHASH partners and participants in order to develop an agenda for the Away day	09-03-05	22-03-05			TP
16. Attend HEA workshop looking at future REHASH dissemination activities	18-03-05	18-03-05			TP, CB, SH
17. REHASH Away Day preparation	21-03-05	22-03-05			ALL
18. REHASH Away Day at Dorich House, Kingston for all REHASH partners and participants. Pilot and feedback to be presented	23-03-05	23-03-05	Away Day information to be released via website	Away Day	ALL
19. REHASH official launch date	31-03-05	31-03-05	Official launch date for project and website goes live	Project Start	ALL
<b>WORKPACKAGE 2.0: Tools and Template</b>	05-04-05	16-09-05			
<b><i>Objective: Tools testing and template design</i></b>					
20. Attend JISC Programme meeting in Birmingham and explore/demo the different tools available for the regional pilots	05-04-05	06-04-05			TP, CB, SD
21. Explore differences in International metadata standards with a view to incorporate into REHASH content	07-04-05	13-05-05			AS, RH
22. Attend JISC annual conference to explore other tools developed as a result of other programmes	12-04-05	12-04-05			TP, CB, AS
23. Test RELOAD with existing Key Topics and explore its functionality and ease of use	19-04-05	27-05-05			AS, RH
24. Create html template which can be easily packaged by RELOAD	19-04-05	27-05-05			AS, RH

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25. Attend JISC regional pilots meeting on content development and sharing at ULU, London	26-04-05	26-04-05			TP, CB
26. Meet with RELOAD expert to discuss implementation and answer technical queries	03-05-05	03-05-05			AS, RH, MP
27. Liaise with RELOAD developers about technical assistance on a regular basis	04-05-05	01-06-05			AS
28. Maintain regular contacts with other partners and ensure that VLE compatibility with RELOAD is sustainable	04-05-05	26-08-05			RH
29. Agree with REHASH team and create house guidelines on style and web accessibility, with specific reference to W3C priority level 2	04-05-05	04-05-05			ALL
30. Initiate Intrallect repository (JORUM) testing by using the existing 30-day feature	16-05-05	20-05-05			AS, RH
31. Ensure that Key Topic template incorporates all agreed house guidelines, using style sheets	25-04-05	27-05-05	Key Topic template, in association with RELOAD, created	Template Complete	AS, RH
32. Test packaged RELOAD content for accessibility with JORUM repository once JORUM goes live	26-08-05	16-09-05	RELOAD packaged Key Topic within JORUM repository	Repository testing	AS, RH
<b>WORKPACKAGE 3.1: Re-purposing to FE</b> <b>Objective: Main content deliverable development for Further Education</b>	01-04-05	28-10-05			
33. At two weekly intervals, FE lecturer to review and edit hard copies of one or two topic areas (RLOs) to a level suitable for FE (HEO).	01-04-05	28-10-05			JC, RH
34. Re-purpose the topics, and package with RELOAD	27-05-05	28-10-05			RH, AS
35. Review the FE topic (to support Access to Nursing) with HE staff from Kingston and /or Schools of Nursing or Midwifery.	31-05-05	30-12-05			JC, RK, RH
36. Evaluate student response to HEO materials,	31-03-05	28-10-05	20-30 Topics re-purposed to level HEO	Evaluatio	ALL

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using anonymous feedback and focus groups after content development			as self-directed learning resources, suitable to support students on Access to Nursing programme and Foundation course access to medicine.	n study and Key Topics HEO	
WORKPACKAGE 3.2: Re-purposing to HE <b>Objective: Main content deliverable development for Higher Education</b>	20-06-05	30-01-06			
37. At monthly intervals, provide HE lecturer (St George's, Kingston) with hard copies of both (i) the FE re-purposed topic (for review) (ii) the original HE topic (used for re-purposing to FE), for re-purposing now to HE1	20-06-05	30-01-06			RK, AA, SJ, TB
38. Re-purpose above using RELOAD as in workpackage 34	04-07-05	30-01-06	<b>30 topics re-purposed to level HE1, as self -directed learning resources, to match FE topics (HE0) developed in workpackage 3.1</b>	<b>30 Key Topics HE1</b>	TB, AS, CB
39. At monthly intervals, provide HE lecturer (St George's, Kingston, GKTSM) with hard copies of <i>existing</i> HE topics, additional to above (i.e. not needed for re-purposing to HE0)for editing and review to HE1	20-06-05	24-10-05			RK, AA, SJ, DB, TB
40. Re-purpose these 30 plus HE topics (for which there is only an HE, NOT an FE purpose) to HE1	15-06-05	24-10-05	<b>Additional 30+ Topics re-purposed to level HE1 as self -directed learning resources, suitable to support students on year one (HE1) Nursing and Medicine programme</b>	<b>30 Key Topics HE1</b>	TB, AS

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41. Re-purpose approximately half of HE topics in Workpackages 38 and 40 to HE2	07-11-05	30-01-06	<b>Approximately 30+ Topics re-purposed to level HE2 as self-directed learning resources, suitable to support students on year 2 Nursing and medicine programme - and matching 30 of the topics generated for HE1</b>	<b>30 Key Topics HE2</b>	TB, RH, AS
42. Evaluation of the response of students to the escalator of resources from HEO to HE1 after content development	05-12-05	30-01-06	<b>Development of an escalator of supporting resources running from FE to HE, some topics will have been to all three levels, some to two levels</b>	<b>Evaluation study</b>	ALL
<b>WORKPACKAGE 4.0: Dissemination</b>	<b>18-03-05</b>	<b>28-03-06</b>			
<b><u>Objective:</u> Organise and finalise dissemination event</b>					
43. Attend HEA workshop looking at future REHASH dissemination activities	18-03-05	18-03-05			TP, CB, SH + MOB
44. Consult with London JISC Regional Support Centre (RSC) about hosting an event	23-03-05	16-05-05			CB
45. Attend dissemination meeting for all London regional pilots and discuss plans	26-04-05	26-04-05			TP, CB
46. Liaise with London RSC about opportunities for hosting a Southern England dissemination event for Del pilots	16-05-05	16-05-05			CB, SS
47. Attend follow-up dissemination meeting with all Southern England partners	07-06-05	07-06-05			TP, CB
48. Plan structure of event with all other partners and organise themes/strands	08-06-05	15-08-05			ALL
49. Present REHASH at the Association for Medical Education in Europe (AMEE) conference in Amsterdam	30-08-05	02-09-05	<b>Presentation at AMEE conference</b>		TP, CB, RH
50. Finalise plans for dissemination activity with the	21-11-05	12-12-05			ALL

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RSC and HEA (London and South East)					
51. National dissemination event (conference) for Southern England regional pilots	28-03-06	28-03-06	National Dissemination Event	National Event	ALL + SD
WORKPACKAGE 5.0: Project Management	01-03-05	30-03-06			
<b>Objective: To plan, monitor, steer, report on and deliver the project whilst controlling the budget and ensuring appropriate dissemination mechanisms are in place</b>					
52. To assemble project team in partnership with the Project Director	01-03-05	04-07-05	Project Team		TP, CB
53. To identify key stages in project timeline and incorporate into a project plan	01-03-05	22-04-05			CB
54. To establish budget plan and control/monitor finance over the course of the project	31-03-05	30-03-06	<b>Budget Plan</b>		CB, TP
55. To identify key stages and build into Workpackage and ensure delivery of all outputs	01-03-05	30-03-06			CB
56. To plan and organise Away Day and bring all steering participants together to form a REHASH working group	09-03-05	23-03-05	<b>Away Day and working group established</b>		TP, CB
57. To ensure that pre-project JISC documentation requirements are fulfilled (e.g. project plan, Workpackages, web documents) including drafts	01-03-05	06-05-05	<b>Project Plan, Workpackages, Web documents</b>		CB, SD
58. To ensure that regular (quarterly) JISC progress reports and final reports are documented	06-05-05	30-03-06	<b>JISC quarterly (May05, Jul05, Oct05, Jan06, and annual reports</b>		TP, CB, DB, SD
59. To plan and organise dissemination events (for local and national networks) in collaboration with other projects	18-03-05	28-03-06	<b>Dissemination events (refer to Workpackage 4.0)</b>		TP, CB
60. To manage all project staff (e.g. developers, tutors, lecturers)	01-03-05	30-03-06			CB
61. To monitor website details on a regular basis for	09-03-05	30-03-06			CB

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quality assurance					
62. To look at overview of re-purposing model and assist in re-purposing Key Topic content to both HE and FE levels identified in Workpackage 3.0	01-04-05	30-01-06 CB	<b>Incorporated into final report</b>		TP, CB, DB, SD
<b><u>Annexe to Work Package 3</u></b>	16-03-05	01-12-05			
<b><u>Objective:</u></b> To explore the possibility of taking topics re-purposed to FE directly into the FE classroom and structuring the lesson plan around the resources (10 cases to be completed if funded separately).					
1. Pilot: Single re-purposed material for FE, completed and tested for direct use in the classroom of the Access to Nursing course at Croydon College. Session: structure and function of the reproductive system	16-03-05	01-12-05			TP, CB, JC
2. Case study (if funded): taking re-purposed FE topics, explore through qualitative research and focus groups the impact that this teaching approach has on both students and tutor	16-03-05	17-03-05	<b>Successful pilot, encouraging student feedback. Pilot lesson plan, FE repurposed topic, handout and feedback to be released via website.</b>	<b>Pilot Finish</b>	<b>ALL</b>
<b>Dissemination:</b> through the local FE network (8 colleges); explore the possibility for sharing resources between FE institutions.	16-05-05	17-09-05		<b>Case Study</b>	<b>ALL</b>
<b>Document</b> the outcomes in a case study format	18-03-05	01-12-05	<b>FE repurposed topics and handouts placed in the Jorum repository. Results of case study disseminated through Higher Education Academy. Results of study to be submitted in health journal</b>	<b>Local FE network event</b>	<b>ALL + MOB</b>

Members of Project Team:

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TP - Terry Poulton (Project Director SGUL)  
 CB - Chara Balasubramaniam (Project Manager SGUL)  
 AS - Arnold Somasunderam (Courseware Developer SGUL)  
 RH - Raja Habib (Courseware Developer SGUL)  
 TB - Trupti Bakrania (Courseware Developer SGUL)  
 SH - Stephen Harvey (Technical Advisor SGUL)  
 DB - David Byrne (Project Lead GKTSM)  
 KB - Keith Burn (Access Programme Manager Croydon)  
 JC - Janet Camacho (Access Course Lecturer Croydon)  
 RK - Ruth Kirk (Foundation Course to Medicine Lecturer Kingston)  
 AA - Adele Atkinson (Pre-reg Nursing Lecturer Kingston/SGUL)  
 SJ - Soraya Jones (Pre-reg Nursing Lecturer Kingston/SGUL)

SD - Sarah Davies (Del Programme Manager JISC)  
 MP - Mark Power (RELOAD Expert CETIS)  
 SS- Sarah Sherman (JISC contact RSC London)  
 MQB - Megan Quentin Baxter (HEA contact Newcastle)