

WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12
1: Build Partnerships		X	X	X									
2: Learning Delivery		X	X	X	X	X							
3: PDP						X	X	X	X	X			
4: Student Interface					X	X	X	X	X	X	X	X	X
5: Evaluation		X	X	X	X	X	X	X	X	X	X	X	X
6: Project Management		X	X	X	X	X	X	X	X	X	X	X	X

Project start date: 01-04-05

Project completion date: 31-03-06

Duration: [12] months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: BUILD PARTNERSHIPS					
<u>Objective:</u>					
1. Establish partnership for project	01:04:05	10:06:05	All key contacts in partners fully established. Agree terms of reference. Agree Programme Advisory Board. Consortium agreement signed by all partners.		PT, MC, PAB
2. Build network of partners in the region	01:04:05	01:05:05	Establish key contacts and representation on relevant Programme Advisory Boards (Merseyside + Greater Manchester).		PAB
3. Establish lines of communication	01:04:05	01:05:05	Website published. Mail group established. Meeting dates agreed.		PT, MC, PAB

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 2: LEARNING DELIVERY					
<u>Objective:</u>					
4. Establish Cohorts Establish how they are 'isolated' Establish Support Requirements	01:04:05	30:06:05	Define 'isolated learner'. Partners to seek volunteer learners. Partners to provide details of the name and level of programme on which learners will be studying. Define any special learner requirements for support associated with the 'isolated' learner. Profile of learners reported to JISC.		MC
5. Establish and advise Supporting tutors Establish Support requirements 'what they will need and when'	13:05:05	31:08:05	Partners to provide name/job title/contact details of supporting Tutors. Define recommended support contact between supporting Tutors and Learners. Each Partner to report on delivery issues arising (STs to report through key contacts to MC). Face to face training from PT for individual Tutors and online support available.		ST, PT, MC
6. Pilot delivery period to learners Semester 1 05/06 to represent pilot period (service to be maintained until e/o academic year).	01:09:05	31:12:05	Server established in Information Systems Services (UCLAN) for partners using hosted service. PT to provide advice on local installations on request. E-Portfolio service available to pilot learners for academic year 05/06		ST, MC

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 3: PDP					
<u>Objective:</u>					
7. Identify common approaches in group	01:04:05	31:07:05	Partners to report to the group through 'common questions' posed to the Management Committee Summary of feedback from MC to PAB.		PT, MC
8. Establish common support materials and explanations of concept of PDP	13:04:05	31:08:05	Build gateway for isolated learners explaining the concept and the support available for PDP. Link e-portfolio tool to PDP resources and to 'Key skill' resources.		
WORKPACKAGE 4: STUDENT INTERFACE					
<u>Objective:</u>					
9. Student interface for e-portfolio service	13:05:05	31:08:05	Website published for pilot learners.		PT, MC
10. Authentication	01:01:06	31:03:06	<i>Review of authentication possibilities within sub-region. Review of learner data repository for sub-region.</i>		PT, MC, PAB
11. Establish test e-portfolio service for all partners	01:04:05	13:05:05	E-Portfolio facility available to all participants.		PT, MC
12. Establish e-portfolio service for students	01:07:05	01:09:05	E-Portfolio facility available to all participants		PT, MC
WORKPACKAGE 5: EVALUATION					
<u>Objective:</u>					
13. Agree, prepare and deliver learner evaluation	01:04:05	31:02:06	Evaluation materials printed and published online. Learners to complete.		L, ST, PT, MC, PAB

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
			Results and report to JISC.		
14. Agree, prepare and deliver supporting tutor evaluation	01:04:05	31:02:06	Evaluation materials published online. Tutors to complete. Results and report to JISC.		ST, PT, MC, PAB
15. Agree format and deliver report from each partner on impact of FILE-PASS on institutional policies	01:04:05	31:02:06	Report on impact of findings on institutional policy to JISC.		MC, PAB
16. Agree format and deliver report on project and how to take sub-regional and regional partnership forward	01:01:06	31:03:06	Report to JISC.		PAB
17. Regional dissemination event	01:03:06	31:03:06	Regional workshop or conference		PT
18. National dissemination	01:04:06				
WORKPACKAGE 6: PROJECT MANAGEMENT					
Objective:					
20: Meet JISC reporting requirements	01:04:05	31:03:06	Produce Project Plan, Workpackages Document, Budget documentation, Consortium Agreement, 4 x in-year reports.		PT

PT = Project Team

MC = Management Committee

PAB = Programme Advisory Board

ST = Supporting Tutors

L = Learners