



JISC Project Plan

Overview of Project

1. Background

A Moodle based e-portfolio for use with adults engaged in learning in the workplace who require flexible access to Higher Education and flexible delivery which supports progression within the context of lifelong learning. This model will be disseminated to the wider education environment as a solution which institutions can use and adapt for their own purposes. Learners will be work-based on distance learning programmes studying level 4 Foundation Degrees in Sport, Leisure, Engineering and Leadership and Management, and they will be geographically dispersed. The project will explore ways to support 48 non traditional learners in the workplace through the use of e-portfolios which will allow a blend of formal and informal learning styles.

The project builds on work previously carried out by Loughborough College such on e-Progress files, MOODLE and electronic systems for work based learners. It looks to develop an e-portfolio taking forward the work previously carried out by the Open University on their e-portfolio system "My Stuff" adding multimedia, increased personalization, improved tagging, data transfer option and other additional tools

The model will be developed using open source software using MOODLE as the environment and a mix of Web2 collaborative social software integrated with MOODLE to provide a personalised approach, and to allow students to use familiar online systems to record and communicate their learning such as, wikis and blogs. The College will work with partners to ensure that the standards such as ACCLIP and UKLeaP are included in the project, and the e-portfolio model is intended to be of benefit to the whole educational community.

2. Aims and Objectives

The aims of the project are to:

Transform the existing portal used by work based learners and use an e-Portfolio system as a keystone to their interaction with the college and their employer and each other.

Enhance the work previously carried out by the Open University on a MOODLE based e-Portfolio system.

Trial this system with several groups of work based learners to establish its potential benefits.

The objectives of the project are to create a product that will allow learners to:

Join on line discussions via the message board – using Web2 collaborative software already available in the college MOODLE

Reflect, review and evaluate self progress and achievement via PDP and CPD - in use in the College e-progress file for full time students, but needs further development to work in MOODLE for the e-portfolio.

Take the e-portfolio onwards to use as a showcase when moving on in their career

Track their own progress and set targets including assignment work - in use in the Luminar administration online environment - but requires further work to develop in MOODLE for the e-portfolio model.

Move seamlessly to associated sites of interest in relation to their learning programme through weblinks on the page – links within College MOODLE environment using a web-browser.

In Particular we would be looking to take forward the following development of the existing My Stuff system.

- Look at the personalisation of My Stuff in terms of its display and layout.
- Work on ways to enable data migration to and from other systems such as how RDF framework can be used to create a translator to map fields from one system to another
- Investigate accessibility issues and allow the customization of the system to aid students with specialist requirements.
- Development of user defined exports and how different export formats can be used with reference to LEAP 2.0
- Develop methods of importing student details from college MIS system (course reports, progress tutor reports etc.)
- Create a link in MOODLE to enable the importing of data such as forum post and quiz reports into the individual My Stuff portfolio
- Look at importing data from other software system which currently sit inside MOODLE such as LAMS or Hot Potatoes.
- Development of Links with Web 2.0 multimedia sites such as Flickr and YouTube.

3. Overall Approach

Loughborough College	will work with the existing e-portfolio systems developed by the Open University trialing it with various groups of students both internal and external to the college and will evaluate these systems and implement further development based upon an assessment of its current functionality.
Luminar Leisure	will aid in the trial of this system with their employees help to arrange feedback from them and identify areas of improvement.
RNIB	will act as a consultant regarding accessibility of any system developed.
Open University	source of the original product upon which the project will develop the e-portfolio. Will offer some advice and guidance on how to work with the backend of the system as well as giving feedback on areas they have identified as potential avenues of further development.
Nottingham University	will act as a consultant regarding the development of e-portfolio systems with particular focus on standards and data transfer

4. Project Outputs

- create an e-portfolio model using open source software (MOODLE) linked to key information within the College Management Information System (MIS) using SQL databases, joining up and recognising learner's experience in work and personal development, and recording it as part of the educational experience.
- produce an e-portfolio which is transferable across platforms and work with partners to ensure interoperability working towards new UKLeap and IMS LIP standards in line with the work at CETIS .
- develop an e-portfolio model for HE work-based learners within the Further Education environment, in particular for Foundation Degrees across specified curriculum areas and evaluate with tutors and learners.
- disseminate the e-portfolio model to the wider educational community via the good practice groups such as JISC, NILTA and CULN.
- create a final report for dissemination through the JISC community.

5. Project Outcomes

- support Personal Development Plans for individuals in work and evaluate with learners using the e-portfolio model.
- promote and trial the use of e-portfolios with new learners in the work-place

- enable accessibility through working with TechDis and in partnership with the RNIB Vocational college to ensure best practice in accessibility in the development of the model, including the development of ACCLIP standards.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
Loughborough College	Project Leader	High
Luminar Leisure	Commercial partner who will be the main source of work based learning students	High
RNIB	Consultant on aspect of accessibility	Medium
Open University	Source of initial open source code and supporter of its ongoing development	High
Nottingham University	Consultant offering advice and support on e-Portfolio systems	Medium
Students	End Users	High
JISC	Funder and Programme Managers	High

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing				
Difficulties recruiting staff with the relevant expertise	2	5	10	Consider redeployment or secondment
Organisational				
Balance of work across the project may require more staff during some phases	4	2	8	Look at trading off hours so that at key times other members of staff can be drafted in to help
Technical				
What if the methodology doesn't work?	1	4	4	This risk factor has been offset by the fact that the basis for the project has already undergone field testing.
External suppliers				
Break down of relationship with Luminar Leisure.	1	4	4	Establish relationships with other student cohorts to enable the project to progress without their involvement
Expectations of users may be too high	3	3	9	Write communication plan and begin communication with users ASAP Use advisory group to assist in management of expectations
Legal				
Copywrite	1	1	1	The possibility of legal problem is minimal as the basis for the project

				is open source software and the end product will also be offered as open source
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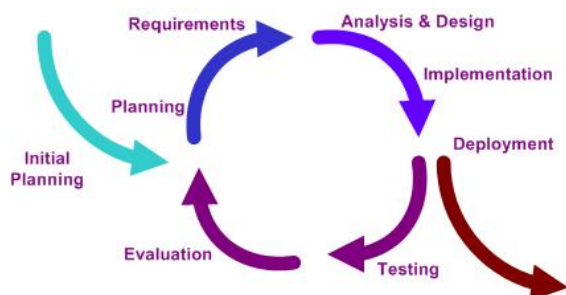
8. Standards

Name of standard or specification	Version	Notes
IMS ePortfolio		For possible pilot of transfer of eportfolios between institutions
IMS ACCLIP		Personalised portfolio template
IMS LIP		Possible transfer of student data
BSI UKLeaP		Possible transfer of Student data could be better than LIP as its UK focused
SMIL	2.0	Not sure but can use to intergrate multimedia content from other sources into eportfolio.

9. Technical Development

- MOODLE (latest version 1.9/2.0)
- Open University MyStuff MOODLE Module embedded into MOODLE site)
- IMS ePortfolio specification (or alternatives to test interoperability between systems)
- ACCLIP

The technical development of the project will use the iterative process of development, where we will develop the system, pilot with users, then revise or rework the system according the findings and feedback. (Explained in the diagram below)



10. Intellectual Property Rights

All project outcomes developed under the terms of this JISC bid shall belong to the JISC community to be shared freely among the educational community. The software used in the development of the e-portfolio model is open-source which is also available freely throughout the educational sector

Project Acronym: E.W.E.
Version: 1.0
Contact: Peter Dickson
Date: Nov 07

Project Resources

11. Project Partners

Luminar Leisure

Luminar will represent the senior user (although we will not be restricting ourselves to them alone) within the project and will be a source of feedback from an employer. Their employees will make up a large portion of the students who will make trial the e-portfolio.

Bernadette Ude,
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Nottingham University

We will be working with the University of Nottingham who will be a consultant on best practice in interoperability standards in e-portfolio models using UK LeaP and IMS LIP within the guidance from CETIS

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Open University

We will be working with the product that was initially developed by the Open University and will be maintaining a relationship with themselves as we seek to take that forward in a way that will be beneficial to all concerned.

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12. Project Management

Loughborough College will provide the management for the project. We anticipate using methodology based on PRINCEII where it is applicable to this size of project. The Project Manager is PRINCEII qualified and will ensure that key partners are aware of the implications of using this framework.

An internal executive has been appointed to ensure that the project is kept on track and to aid with communication with senior management. There may be a requirement for some additional technical training to take place this where possible will be met by peer mentoring but some external training may be required.

Project Director

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13. Programme Support

- Understanding and fulfilling JISC reporting requirements
- Co-ordination with other JISC funded projects

14. Budget

See Appendix A.

Detailed Project Planning

15. Workpackages

See Appendix B.

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
At each milestone	Achievements against aims and objectives	Are milestones being met on schedule? Does the plan need to change? Is the project management effective? Have outcomes been achieved? What are the key findings?	Project meetings; Programme Review Meetings.	Project completed to the satisfaction of the JISC Programme Manager.
Apr 2009	Outcomes and Impact	Who is using the services? What is preventing the use of the services? Have outcomes been achieved? What are the key findings? What lessons have been learned? How have the outcomes been disseminated?	In-built reporting mechanisms in the software. Dissemination activities.	Embedding of services additional features into My Stuff. Discussion board content indicating external consumer involvement. Conference Papers, Talks; JISC Programme activity
June 2008	User Testing	Is the system fit for	Trial by group	User satisfaction

and September 2008		purpose? Is it user friendly? What bugs exist in the system	Observation of trial Focus group and/or interviews	
August 2009 – Mar 2010	Technical Developments	Is the technology working?	Monitoring of technical help requests	Reduction in technical help requests as the project progresses

17. Quality Plan

Output	Documentation				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
December 2007	JISC Report Guidelines	Proof Reading	Sign off	Project Manager	Template
Oct 2007- Apr 2009	Clarity Usability Practice guides	Feedback from users; Feedback from readers	Feedback data, and redrafting of guidelines	Project Manager	

Output	TLE 2.0 Technical Design & Development				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
End of each phase and iteration	Fitness for purpose	Test plan, review plus user evaluation as above	Positive outcome	Project Manager, Lead Technical Officer	
End of each phase and iteration	Best practice for processes	Test plan, review plus user evaluation as above using appropriate stakeholders	Positive outcome	Lead Technical Officer	
As needed according to work plan component	Adherence to specifications Need to conform to IMS Enterprise and probably LIP	Testing across partners plus testing by members of appropriate CETIS SIG	Successful movement of information to other conformant systems	Lead Technical Officer	
As needed according to workplan	Adherence to standards	To be decided		Lead Technical Officer	

component					
Part of each test plan	Accessibility legislation	Review by LDI accessibility experts	Positive outcome	Lead Technical Officer	

Output	Dissemination of resources (including website)				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
Oct 2007- Apr 2009 and beyond the lifetime of the project	Accessible, informative, stimulating. meet needs of the audience; increase audience of the project	Check profile of the project in the community; Check profile of project among key groups (e.g. MOODLE Users) Feedback from website users	General awareness of project existence and results from Loughborough College Website; web log; website evaluation	; Project Manager, Lead Technical Officer; Project Director	

18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
Ongoing	Email list, Web Site.	JISC and UK FE/HE Community	Awareness and contribution by others	Project is relevant to community and seeks its input
Ongoing	Blogging on My Stuff Website	UK FE/HE Community MOODLE community	Awareness and contribution by others	Project is relevant to community and seeks its input
Monthly	Monthly Updates	Internal Stakeholders	Maintaining profile of project Ensuring commitment	Progress plus need for business process and/or cultural change
As requested	Project reports	JISC	Satisfying terms of funding	Project being properly and successfully conducted
As available	Demonstration/presentation at events	RSCs JISC e-Portfolio and other applicable conferences	Awareness and contribution by others Ensuring widest possible audience for deliverables	Project is relevant to community and seeks its input Project seeks to disseminate its findings
Project deliverable reports	Promoted via all means	All Stakeholders	Ensuring widest possible audience for deliverables	Project seeks to disseminate its findings

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
e-Portfolio	The code will be freely available	<p>Access: The technical support team with Loughborough college will maintain the server</p> <p>Preservation: The programme source code will be achieved but will also continue to be developed and disseminated.</p> <p>Maintenance: The server will come under the maintenance policy</p>
Project reports	Will remain on the project server for a minimum period of 2 years	<p>Access: The technical support team with Loughborough college will maintain the server</p> <p>Preservation: All reports will be archived by the college and will be passed to JISC for archiving/dissemination</p> <p>Maintenance: The server will come under the maintenance policy</p>
Web Site, WIKI and Blog if appropriate	Will remain on the project server for a minimum period of 2 years	<p>Access: The technical support team within Loughborough college will maintain the server on which the project page is located</p> <p>Preservation: Website / Wiki and Blog will be archived by the college</p> <p>Maintenance: The server will come under the maintenance policy</p>
Business process and cultural change	Disseminated. Embedded in core practices of teams involved in project.	Change implemented in teams during project and built into future plans

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Code behind system	Made freely available	Will be part of ongoing developments and can be used by other institutions/projects	Ensuring easy access to code and documentation associated with it.

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Appendixes

Appendix A. Project Budget

Appendix B. Work packages