



JISC WORK PACKAGE

| WORKPACKAGES | Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
|--|-------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | | A pr 20 09 | M ay 20 09 | Ju n 20 09 | Ju l 20 09 | A ug 20 09 | Se p 20 09 | O ct 20 09 | N ov 20 09 | D ec 20 09 | Ja n 20 10 | Fe b 20 10 | M ar 20 10 | Ap r 20 10 | M ay 20 10 | Ju n 20 10 | Ju l 20 10 | Au g 20 10 | Se p 20 10 | Oc t 20 10 | No v 20 10 | De c 20 10 | Ja n 20 11 | Fe b 20 11 | M ar 20 11 |
| 1. Research | | X | X | X | X | X | X | X | X | X | | | | | | | | | | | | | | | |
| 2. Baselining | | X | X | X | | | | | | | | | | | | | | | | | | | | | |
| 3. Management of change preparation | | X | X | X | X | X | X | X | | | | | | | | | | | | | | | | | |
| 4. Mentor support requirements | | | | | | X | X | X | X | X | | | | | | | | | | | | | | | |
| 5. Mentor support design and implementation | | | | | | | X | X | X | X | X | X | X | X | X | X | X | | | | | | | | |
| 6. Management of Change | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 7. Mentor training | | | | | | | | | | | | X | X | X | X | X | X | X | | | | | | | |
| 8. Evaluation | | | | X | | | | | | X | | | | | | X | | | | | | X | X | X | X |

Project start date: **April 2009**

Project completion date: **March 2011**

Duration: **24 months**

| Workpackage and activity | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|---|---------------------|------------------------|--|------------------|-------------------------------------|
| | | | | Milestone | Responsibility |
| WORKPACKAGE 1: | | | | | |
| Objective: Research | | | | | |
| 1. Appoint a research assistant | May 2009 | June 2009 | Appointment of research assistant | * | Project team |
| 2. Literature survey and review | June 2009 | Sept 2009 | Publication of review | * | Research assistant |
| 3. Design research methodology | June 2009 | August 2009 | Methodology agreed developed | | Research assistant |
| 4. Instigate focus group and questionnaires | Sept 2009 | Oct 2009 | Completed focus group meetings and collection of questionnaires | | Research assistant |
| 5. Evaluate research data | Oct 2009 | Nov 2009 | The collected data will be consolidated and pre-processed for evaluation | | Research assistant and project team |
| 6. Disseminate results and conclusions | Nov 2009 | Dec 2009 | Research results reported on and distributed to as far as possible to all relevant parties and stakeholders | * | Research assistant and project team |
| WORKPACKAGE 2: | | | | | |
| Objective: Baselineing | | | | | |
| 7. Context placing | May 2009 | June 2009 | Consolidated sub-report of project context | | Project team |
| 8. Internal synthesis | May 2009 | June 2009 | Consolidated sub-report of project University synthesis | | Project team |
| 9. External mapping | May 2009 | June 2009 | Consolidated sub-report of project within the wider sector | | Project team |
| 10. Submit baselining conclusions | June 2009 | June 2009 | Baseline report (amalgamating points 7 - | * | Project team |

| Workpackage and activity | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|--|---------------------|------------------------|---|-----------|-------------------------------------|
| | | | 9 above) | | |
| WORKPACKAGE 3: | | | | | |
| Objective: Management of change preparation | | | | | |
| 11. Identify stakeholders | April 2009 | May 2009 | Stakeholders members list | * | Project team |
| 12. Investigate communication requirements | June 2009 | August 2009 | Communication path identification and establishment of required developments | | Project team |
| 13. Implement communication plan | Sept 2009 | Oct 2009 | Communication model for the SMART project established | * | Project team |
| | | | | | |
| WORKPACKAGE 4: | | | | | |
| Objective: Mentor support requirements | | | | | |
| 14. Requirement preparation | Aug 2009 | Sept 2009 | The analysis of current mentor profiles, policies and procedures - short reporting paper | | Research assistant and project team |
| 15. Use Case model development | Sept 2009 | Nov 2009 | Design the Use Case models for the SMART project | | Research assistant and project team |
| 16. Model delivery and documentation | Nov 2009 | Dec 2009 | Report the established Use Case models for the SMART project and accompanying report | * | Research assistant and project team |
| | | | | | |

| Workpackage and activity | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|--|---------------------|------------------------|---|-----------|-------------------------------------|
| WORKPACKAGE 5: | | | | | |
| Objective: Mentor support design and implementation | | | | | |
| 17. Initial design | Sept 2009 | Dec 2009 | The design of the technological architecture of mentoring support technology-enhanced system (MSt-e Sys) | | Research assistant |
| 18. Prototype | Jan 2010 | Mar 2010 | Prototype of the MSt-e Sys | * | Research assistant |
| 19. Review | Mar 2010 | Apr 2010 | Report of the usability testing and peer review results | | Project team |
| 20. Reviewed prototype implementation | Apr 2010 | June 2010 | Revised MSt-e Sys implementation | | Research assistant |
| 21. Evaluation | June 2010 | July 2010 | MSt-e Sys evaluation report | * | Project team and external |
| WORKPACKAGE 6: | | | | | |
| Objective: Management of Change | | | | | |
| 22. Process investigation | May 2009 | Dec 2010 | Report on the management of change process within the University in relation to mentor support | | Research assistant |
| 23. Model development | Nov 2010 | Jan 2011 | Model architecture development for the delivery of 'mentor support' within technology-enabled environment | * | Research assistant and project team |
| 24. Model review | Jan 2011 | Feb 2011 | Internal review model architecture report | | Research assistant and project team |
| 25. Model Evaluation | Feb 2011 | Mar 2011 | External/Peer evaluation of model architecture | * | Project team and external |

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|--|---------------------|------------------------|--|-----------|-------------------------------------|
| WORKPACKAGE 7: | | | | | |
| Objective: Mentor training | | | | | |
| 26. Training programme development | Feb 2010 | Mar 2010 | Training programme syllabus and schedule | | Research assistant and trainer |
| 27. Pilot of training programme | Mar 2010 | Apr 2010 | Delivery of pilot training programme session Training programme revision report | | Trainer |
| 28. Delivery of training programme | May 2010 | July 2010 | Delivery of training programme session | * | Trainer |
| 29. Evaluation of training programme | July 2010 | Aug 2010 | Evaluation of training programme | * | Project team and research assistant |
| WORKPACKAGE 8: | | | | | |
| Objective: Evaluation | | | | | |
| 30. Production of Progress Report 1 for JISC | Jun 2009 | Jun 2009 | Submitted Report | * | Project team |
| 31. Production of Progress Report 2 for JISC | Dec 2009 | Dec 2009 | Submitted Report | | |
| 32. Production of Progress Report 3 for JISC | Jun 2010 | Jun 2010 | Submitted Report | | |
| 33. Production of Progress Report 4 for JISC | Dec 2010 | Dec 2010 | Submitted Report | | |
| 34. Project evaluation | Dec 2010 | Feb 2011 | Project team to hold workshops to evaluate the SMART project | | Project team |
| 35. Project evaluation report | Feb 2011 | Mar 2011 | SMART Project submitted by the end of March 2011 | * | Project team |
| 36. Internal and external dissemination activities | Jan 2011 | Mar 2011 | Dissemination activities will be | * | Project team |

Project Acronym: SMART
Version: 1
Contact: Project Team
Date: 5th May 2009

| Workpackage and activity | Earliest start date | Latest completion date | Outputs (clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|--------------------------|---------------------|------------------------|---|-----------|----------------|
| | | onwards | integrated within the University and to a wider audience in the sector | | |

Members of Project Team: Responsibilities will be reviewed in the light of forthcoming personnel changes.

The Project Team comprises of:

Elizabeth Chamberlain [Elizabeth.Chamberlain@bucks.ac.uk]

Support Services Manager within Learning and Information Services. Project Manager for JISC Institutional Repository project (ends March 2009).

Crystal Oldman [Crystal.Oldman@bucks.ac.uk]

Head of School with the Faculty of Society and Health for several years, now Associate Dean with specific responsibility for looking at mentoring across the faculties and deriving a model of good practice for all to follow.

Bill Schaaf [Bill.Schaaf@bucks.ac.uk]

Head of School within the Faculty of Creativity & Culture for several years, now Associate Dean with specific responsibility for looking at the use of IT across the faculties to recommend good practice, as well as „blue skies“ computing curriculum developments.

Richard Jones [Richard.Jones@bucks.ac.uk]

Head of the Flexible and Distributed Learning Centre developed in the faculty of Enterprise & Innovation. Richard has spent many years as an e-learning champion in the faculty, including as a Senior Teaching Fellow and has widely published in the field along with presentation at international conferences and Academy workshops.

Justin Luker [Justin.Luker@bucks.ac.uk]

Senior Lecturer in the Faculty of Enterprise & Innovation. Justin previously was employed as a learning technologist within Learning and Information Services and was a key member of the HEA Pathfinder Project team and has undertaken major roles in supporting technology-enhanced Learning (t-eL) within the University.