



## 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  |
|---------------------------------|-------|-----|-----|------|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|-----|-----|-----|
|                                 |       | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
|                                 | Phase | 1   | 1   | 2    | 2    | 2   | 2    | 2   | 3   | 3   | 3   | 3   | 3   | 3   | 4   | 4    | 4    | 4   | 5    | 5   | 5   | 5   |     |     |     |
| 1. Project Management           |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 2. Baseline review              |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 3. Special interest group (SIG) |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 4. Retreat 1                    |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 5. Retreat 2                    |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 6. Retreat 3                    |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 7. Documentation                |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 8. Quality assurance            |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 9. Reporting                    |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 10. Dissemination               |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |
| 11. Evaluation                  |       |     |     |      |      |     |      |     |     |     |     |     |     |     |     |      |      |     |      |     |     |     |     |     |     |

Project start date: [April 2009](#)

Project completion date: [March 2011](#)

Duration: [24 months](#)

| Workpackage and activity   | Earliest start date        | Latest completion date      | Outputs<br>(clearly indicate deliverables & reports in bold)                       | Milestone        | Responsibility        |
|--|----------------------------|-----------------------------|--|------------------|-----------------------|
|  |                            |                             |  | <b>Milestone</b> | <b>Responsibility</b> |
| <b>WORKPACKAGE 1:<br/>Project Management</b><br><b><u>Objective:</u><br/>to effectively organise and manage the project to bring it to a successful completion</b> |                            |                             |  |                  |                       |
| 1. Prepare project plan and get sign off from team and JISC  | 1 <sup>st</sup> April 2009 | 25 <sup>th</sup> May 2009   | <b>Project plan submitted to JISC (5<sup>th</sup> May)</b>                         | *                | AEF                   |
|  |                            |                             | <b>Project work packages written and submitted to JISC</b>                         | *                | AEF                   |
| 2. Put in place project management structures and set schedule of meetings (Steering group and Project team)   | 1 <sup>st</sup> April 2009 | 30 <sup>th</sup> June 2009  | Membership of structures agreed and notified to JISC;<br>Provisional dates set     |                  | AEF / JISC            |
|  |                            |                             | Identify and place consultancy contract with evaluator; Contract agreed and signed |                  | AEF / DJ              |
|  |                            |                             | Key JISC reporting dates and events in project team diaries                        |                  | AEF                   |
|  |                            |                             | Lines of reporting established and notified to all parties                         |                  | AEF / SG              |
|  |                            |                             | Work streams identified and agreed   |                  |                       |
| Cost centre set up   |                            |                             |  |                  |                       |
| 3. Maintain overview of project and manage events, evaluation, reporting and dissemination to JISC requirements  | 1 <sup>st</sup> April 2009 | 31 <sup>st</sup> March 2011 | <b>Completion of reports to JISC deadlines</b>                                     | *                | AEF                   |

| Workpackage and activity   | Earliest start date          | Latest completion date      | Outputs<br>(clearly indicate deliverables & reports in bold)      | Milestone | Responsibility     |
|--|------------------------------|-----------------------------|---|-----------|--------------------|
| <b>WORKPACKAGE 2:<br/>Baseline Review</b>  |                              |                             |   |           |                    |
| <b><u>Objective:</u><br/>Provide a ‘snap shot’ of current knowledge and practice in relation to the work proposed for the project</b>          |                              |                             |   |           |                    |
| 4. identity current practice within and outside the university into the use of e-portfolios with work-based learners for workforce development | 1 <sup>st</sup> May 2009     | 15 <sup>th</sup> June 2009  | Data collected; potential mentors for project identified          |           | AEF / PB / ML / EP |
| 5. identify current practice in use of e-portfolio with other groups that might inform this project  | 1 <sup>st</sup> May 2009     | 15 <sup>th</sup> June 2009  | Data collected; potential mentors for project identified          |           | AEF / PB / ML / EP |
| 6. Prepare report and submit to JISC   | 1 <sup>st</sup> June 2009    | 30 <sup>th</sup> June 2009  | <b>Baseline report submitted to JISC and published on website</b> | *         | AEF                |
| <b>WORKPACKAGE 3:<br/>Special Interest Group (SIG)</b>   |                              |                             |   |           |                    |
| <b><u>Objective:</u><br/>Set up and host a SIG on e-portfolio based SME pedagogy to share and disseminate practices and experiences</b>        |                              |                             |   |           |                    |
| 7. SIG formation activities: publication, communication, liaison with HEA, venue, agenda, dates set  | 1 <sup>st</sup> October 2009 | 30 <sup>th</sup> April 2010 | <b>SIG established</b>  | *         | AEF / GC/ CH       |
| 8. Host SIG meetings   | 1 <sup>st</sup> Feb 2010     | 31 <sup>st</sup> Dec 2010   | 3 SIG meetings held during project period                         |           | AEF / CH           |

| Workpackage and activity  | Earliest start date       | Latest completion date    | Outputs<br>(clearly indicate deliverables & reports in bold)   | Milestone | Responsibility    |
|---|---------------------------|---------------------------|--|-----------|-------------------|
| <b>WORKPACKAGE 4:</b><br><b>Retreat 1</b><br><b><u>Objective:</u></b><br><b>To generate pilot questions to prompt dialogue and processes of negotiation and recording to support needs analysis in SMEs</b> |                           |                           |  |           |                   |
| 9. Identification of intended learning for the retreat  | 18 <sup>th</sup> May 2009 | 15 <sup>th</sup> Jul 2009 | Plans for the learning for the two days agreed   |           | Project team      |
| 10. Identify and invite participants  | 1 <sup>st</sup> June 2009 | 15 <sup>th</sup> Jul 2009 | Participants invited   |           | Project team / BA |
| 11. Organise event and book accommodation   | 18 <sup>th</sup> May 2009 | 15 <sup>th</sup> Jul 2009 | Arrangements confirmed   |           | BA                |
| 12. Event run   | 1 <sup>st</sup> Aug 2009  | 31 <sup>st</sup> Oct 2009 | Pilot questions identified<br>Development needs for academic teachers identified<br>QA processes and issues discussed<br>Ethical framework considered  | *         | All               |
| 13. Identify and run work streams for materials development (post retreat)  | 8 <sup>th</sup> Aug 2009  | 30 <sup>th</sup> Nov 2009 | Work-streams identified and agreed for:<br>i. Development and training materials (learning consultants and academic teachers)<br>ii. QA processes<br>iii. Curriculum design based on e-portfolio<br>iv. Work-based inquiry<br>v. Accrediting informal learning<br>vi. Ethical framework for e-portfolio WBL pedagogy |           | AEF               |
| 14. Documentation written (post retreat)  | 8 <sup>th</sup> Aug       | 30 <sup>th</sup> Nov      | Draft procedures for learning consultants,   | *         | AEF               |

| Workpackage and activity  | Earliest start date       | Latest completion date    | Outputs<br>(clearly indicate deliverables & reports in bold)   | Milestone | Responsibility    |
|---|---------------------------|---------------------------|--|-----------|-------------------|
|   | 2009                      | 2009                      | academics and QA processes written   |           |                   |
| 15. Evaluation of event (post retreat)  | 1 <sup>st</sup> Aug 2009  | 31 <sup>st</sup> Dec 2009 | Report available   |           | AEF / DJ          |
| <b>WORKPACKAGE 5:</b>   |                           |                           |  |           |                   |
| <b>Retreat 2</b>  |                           |                           |  |           |                   |
| <b><u>Objective:</u></b>  |                           |                           |  |           |                   |
| <b>To evaluate and explore results of trialling processes and work stream outcomes; dialogue and review with pilot groups</b> |                           |                           |  |           |                   |
| 16. Identification of intended learning for the retreat   | 30 <sup>th</sup> Aug 2009 | 31 <sup>st</sup> Mar 2010 | Plans for the learning for the two days agreed   |           | Project team      |
| 17. Identify and invite participants  | 1 <sup>st</sup> Oct 2009  | 28 <sup>th</sup> Feb 2010 | Participants invited   |           | Project team / BA |
| 18. Organise event and book accommodation   | 1 <sup>st</sup> Oct 2009  | 28 <sup>th</sup> Feb 2010 | Arrangements confirmed   |           | BA                |
| 19. Event run   | 1 <sup>st</sup> Jan 2010  | 30 <sup>th</sup> Mar 2010 | Pilots reviewed and discussed<br>Changes and amendments identified<br>Models discussed and agreed<br>Activities for phase 4 agreed | *         | All               |
| 20. Confirm deliverables for next phase   | 31 <sup>st</sup> Mar 2010 | 30 <sup>th</sup> Apr 2010 | Work streams agreed  |           | AEF               |
| 21. Documentation written   | 1 <sup>st</sup> Feb 2010  | 31 <sup>st</sup> May 2010 | Draft best practice guide written<br>Confirmed deliverables published on website   | *         | AEF               |
| 22. Evaluation of event (post retreat)  | 31 <sup>st</sup> Jan 2010 | 30 <sup>th</sup> Apr 2010 | Report available   |           | AEF / DJ          |

| Workpackage and activity   | Earliest start date        | Latest completion date     | Outputs<br>(clearly indicate deliverables & reports in bold)                         | Milestone | Responsibility    |
|--|----------------------------|----------------------------|--|-----------|-------------------|
| <b>WORKPACKAGE 6:<br/>Retreat 3<br/><u>Objective:</u><br/>Evaluation of activities and guidance issued;<br/>agreement of future dissemination and developments</b> |                            |                            |  |           |                   |
| 23. Identification of intended learning for the retreat  | 1 <sup>st</sup> April 2010 | 30 <sup>th</sup> Jun 2010  | Plans for the learning for the two days agreed                                       |           | Project team      |
| 24. Identify and invite participants   | 1 <sup>st</sup> April 2010 | 30 <sup>th</sup> June 2010 | Participants invited   |           | Project team / BA |
| 25. Organise event and book accommodation  | 1 <sup>st</sup> May 2010   | 15 <sup>th</sup> Jul 2010  | Arrangements confirmed   |           | BA                |
| 26. Event run  | 1 <sup>st</sup> June 2010  | 31 <sup>st</sup> Aug 2010  | Evaluations and feedback recorded  | *         | All               |
| 27. Discuss continuation strategy  | 1 <sup>st</sup> June 2010  | 31 <sup>st</sup> Aug 2010  | Draft continuation strategy agreed   |           | AEF               |
| 28. Documentation written (post retreat)   | 10 <sup>th</sup> June 2010 | 10 <sup>th</sup> Sept 2010 | <b>Best practice guide finalised<br/>Confirmed deliverables published on website</b> | *         | AEF               |
| 29. Evaluation of event  | 1 <sup>st</sup> July 2010  | 30 <sup>th</sup> Sept 2010 | Report available   |           | AEF / DJ          |
|  |                            |                            |  |           |                   |

| Workpackage and activity  | Earliest start date       | Latest completion date     | Outputs<br>(clearly indicate deliverables & reports in bold)  | Milestone | Responsibility     |
|---|---------------------------|----------------------------|---|-----------|--------------------|
| <b>WORKPACKAGE 7:</b><br><b>Documentation</b><br><u>Objective:</u><br>To maintain a record and overview of documentation required, drafted and finalised for achievement of project outcomes and for reporting internally and to JISC |                           |                            |   |           |                    |
| 30. Identify host and set up website for documentation; agree document management strategy (possibly SharePoint)  | 1 <sup>st</sup> June 2009 | 31 <sup>st</sup> Oct 2010  | Host site set up<br>Documentation added and amended (ongoing) |           | AEF / Project team |
| 31. Write protocol for testing and approval of documentation and subsequent transfer to live project website  | 1 <sup>st</sup> June 2009 | 30 <sup>th</sup> June 2009 | Protocol agreed and published                                 |           | AEF / QASD         |
| 32. Identify documentation and reports required throughout project and deadlines for submission; add dates to project team diaries  | 1 <sup>st</sup> June 2009 | 30 <sup>th</sup> June 2009 | List of dates identified and in team's diaries                |           | AEF                |
| 33. Progress report and budget for JISC: Two reports per annum  | TBC                       | TBC                        | Schedule of dates agreed with Programme Manager               |           | AEF / SG           |
| 34. Final report and budget for JISC  | 1 <sup>st</sup> Jan 2011  | 28 <sup>th</sup> Feb 2011  | <b>Report submitted</b>                                       | *         | AEF / SG           |
| 35. Completion report for JISC  | 1 <sup>st</sup> Feb 2011  | 31 <sup>st</sup> Mar 2011  | <b>Report submitted</b>                                       | *         | AEF / SG           |
|   |                           |                            |   |           |                    |

| Workpackage and activity  | Earliest start date       | Latest completion date      | Outputs<br>(clearly indicate deliverables & reports in bold)    | Milestone | Responsibility |
|---|---------------------------|-----------------------------|---|-----------|----------------|
| <b>WORKPACKAGE 8:</b><br><b>Quality assurance</b><br><b><u>Objective:</u></b><br><b>To ensure the quality and “fitness for purpose” of processes and documentation developed during the project</b>                               |                           |                             |   |           |                |
| 36. Identify and invite member of staff from QASD to join project team  | 1 <sup>st</sup> May 2009  | 15 <sup>th</sup> May 2009   | Named person invited  |           | AEF            |
| 37. overview and input to activities, process developments, reporting and evaluations   | 18 <sup>th</sup> May 2009 | 31 <sup>st</sup> Dec 2010   | Processes and documentation etc approved for QA                 |           | QASD / AEF     |
|   |                           |                             |   |           |                |
| <b>WORKPACKAGE 9:</b><br><b>Reporting</b><br><b><u>Objective:</u></b><br><b>To ensure that all reports are written and agreed by the project management teams and that they are submitted to JISC within the deadlines agreed</b> |                           |                             |   |           |                |
| 38. identify reporting requirements and put dates in project teams diaries  | 1 <sup>st</sup> May 2009  | 30 <sup>th</sup> June 2009  | Dates identified / agreed and diaries updated                   |           | AEF            |
| 39. contribute to data gathering, activities, recording and report writing  | 1 <sup>st</sup> June 2009 | 31 <sup>st</sup> Dec 2010   | Information provided as required to report writers requirements |           | All            |
| 40. report writing (see also workpackage 7 - documentation)   | 1 <sup>st</sup> June 2009 | 31 <sup>st</sup> March 2011 | <b>Reports submitted to JISC to deadlines set</b>               | <b>*</b>  | AEF            |
|   |                           |                             |   |           |                |
|   |                           |                             |   |           |                |

| Workpackage and activity   | Earliest start date        | Latest completion date      | Outputs<br>(clearly indicate deliverables & reports in bold)                                  | Milestone | Responsibility |
|--|----------------------------|-----------------------------|---|-----------|----------------|
| <b>WORKPACKAGE 10:</b>   |                            |                             |   |           |                |
| <b>Dissemination</b>   |                            |                             |   |           |                |
| <b><u>Objective:</u></b>   |                            |                             |   |           |                |
| <b>For outcomes of the project and its processes to be available internally and externally</b>   |                            |                             |   |           |                |
| 41. Identify possible journals, conferences and other opportunities for dissemination  | 1 <sup>st</sup> June 2009  | 31 <sup>st</sup> March 2011 | Potential outlets for publication identified  |           | All            |
| 42. Design, publish and maintain website hosted on University of Wolverhampton website for the project   | 1 <sup>st</sup> June 2009  | 31 <sup>st</sup> March 2011 | <b>Website to be live by 30<sup>th</sup> June 2009</b><br><b>Regular updates made</b>         | *         | AEF / EM       |
| 43. Set up 'blog' for recording project developments and agree protocol for authoring access   | 1 <sup>st</sup> June 2009  | 31 <sup>st</sup> March 2011 | Protocol agreed by 31 <sup>st</sup> May 2009<br>Blog to be live by 30 <sup>th</sup> June 2009 |           | AEF / SG       |
| 44. Set up and run SIG   |                            |                             | (see workpackage 3)   | *         | AEF / CH       |
| 45. Host free conference for sector to disseminate project activities, outcomes and deliverables   | 1 <sup>st</sup> July 2010  | 31 <sup>st</sup> Dec 2010   | <b>Conference delivered</b>   | *         | AEF / CH / PB  |
| <b>WORKPACKAGE 11:</b>   |                            |                             |   |           |                |
| <b>Evaluation</b>  |                            |                             |   |           |                |
| <b><u>Objective:</u></b>   |                            |                             |   |           |                |
| <b>To ensure all aspects of the project are fully evaluated and that lessons learned are fed back to JISC, project participants and other interested parties</b> |                            |                             |   |           |                |
| 46. Identify and contract external evaluator   | 1 <sup>st</sup> April 2009 | 31 <sup>st</sup> May 2009   | (see workpackage 1)   |           | AEF            |
| 47. Design evaluation methodologies and data collection approach   | 1 <sup>st</sup> June 2009  | 31 <sup>st</sup> July 2009  | Methodologies agreed and notified to team and JISC  |           | AEF / DJ / GC  |

Project Acronym: ePPSME  
 Version:1  
 Contact: Alison Felce  
 Date:4<sup>th</sup> May 2009

| Workpackage and activity   | Earliest start date       | Latest completion date    | Outputs<br>(clearly indicate deliverables & reports in bold) | Milestone | Responsibility |
|--|---------------------------|---------------------------|--|-----------|----------------|
| 48. Evaluations of: retreats (3); processes developed; SIG; conference; website and blog | 1 <sup>st</sup> July 2009 | 31 <sup>st</sup> Jan 2011 | Evaluation reports published                                 |           | DJ / AEF       |
|  |                           |                           |  |           |                |

Members of Project Team:

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*CJ=Chris Hockings*  
*DJ= Dave Johnson*  
*GC= Glynis Cousin*  
*EP=Emma Purnell*  
*KW=Kim White*  
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*SG=Sally Glen (PVC)*

Additional support staff:

*BA=Becci Archer (admin)*  
*EM=Elora Marston (web developer)*

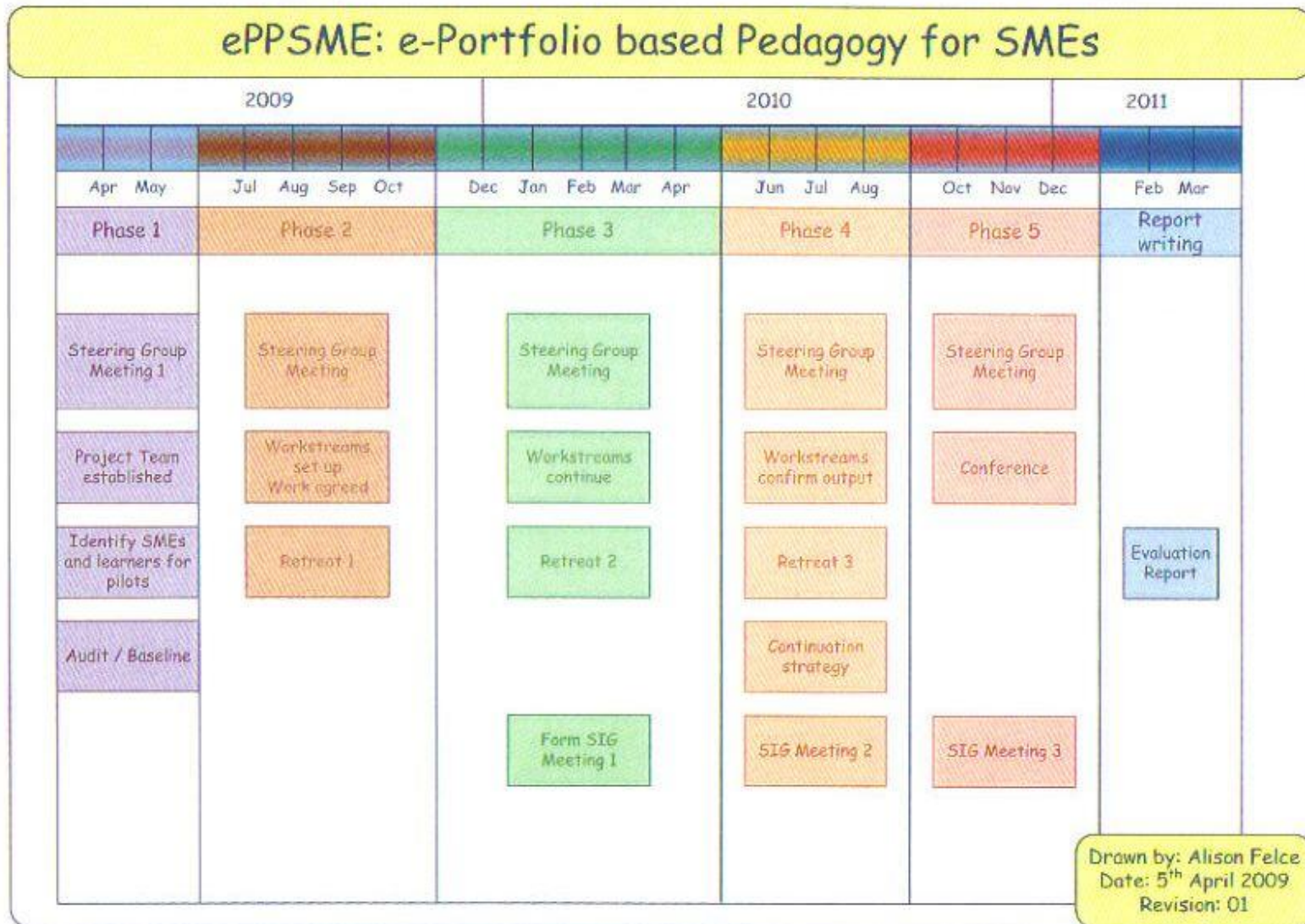


Figure 1. Timeline for project showing sequence of workpackages and phasing