



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
		05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	
1: Baseline Survey		x	x																						
2: Operational VLE			x	x	x																				
3: IT System Guidelines				x	x																				
4: Usable Model					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
5: User Guidebooks			x	x	x																				
6: Reports		x			x	x			x			x												x	
7: Presentations													x	x	x	x	x	x	x	x	x	x	x	x	
8: Handbook																							x	x	
9: Exit Strategy / sustainability plan																							x	x	
10:																									

Project start date: *1 May 2009*

Project completion date: *31 March 2011*

Duration: *23 months*

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Baseline Survey <i>Objective: To review work-based learning and virtual learning environment-related activities across the university and the HEI sector.</i>					
1. Collect information on how work-based learning is recording currently within Westminster Business School	May 2009	May 2009		Section of report	Project Manager
2. Collect information on other University of Westminster Schools' work-based learning activities	May 2009	May 2009		Section of report	Project Manager
3. Send out information request via AGCAS, Placenet and CETL networks	May 2009	May 2009			Project Manager
4. Review past JISC projects relating to work-based learning and virtual learning environments	May 2009	May 2009			Project Manager
5. Create report and have it edited by CEPLW staff	Early Jun 2009	Mid-Jun 2009		Report compiled	Project Manager
6. Submit report to JISC Programme Manager	Mid-Jun 2009	End of June 2009	Baseline Report	Report submitted	Project Manager
WORKPACKAGE 2: Operational VLE <i>Objective: To design, test and roll-out the interface on which students and employers will interact (and coordinators and tutors will monitor)</i>					
7. Discuss interface options for iWoBLE (existing technologies only)	May 2009	Jun / Jul 2009			Project Manager
8. Draft model, considering all user functions	Jun 2009	Jun 2009		Decision made	Project Manager
9. Speak with user groups to get input	Jun 2009	Jun 2009			Project Manager, overseeing Coordinators

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
10. Testing by user groups; adjustments	Jun 2009	Jul 2009			
11. Report on experience	Jul 2009	Aug 2009	Operational VLE	Final Decision Made	Project Manager, advised by project team
WORKPACKAGE 3: VLE Guidelines / Handbook					
<i>Objective: To compile a comprehensive technical handbook of guidelines for employers/mentors, students, tutors and coordinators.</i>					
12. Collect other examples of technical handbooks	Jul 2009	Aug 2009			Online Learning
13. Draft technical handbook, considering all user functions	Aug 2009	Aug 2009			Online Learning
14. Edit technical handbook	Aug 2009	Late- Aug 2009			Online Learning, Project Manager
15. Finalise technical handbook; upload to project website	Aug 2009	Late- Aug 2009	Handbook of technical guidelines aimed at all users	Handbook completed and uploaded	Online Learning, Project Manager
WORKPACKAGE 4: Usable Model					
<i>Objective: To tie together the work-based learning activities with the operational virtual learning environment</i>					
16. Launch model / system	Aug 2009	Sep 2009		System launched	Online Learning, Project Manager
17. Monitor usage and record/respond to problems	Sep 2009	ongoing			Project Manager,

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
					overseeing Coordinators
18. Report on model / system, including feedback from users	Nov 2009	Dec 2009	Report on launch experience and initial feedback	Report created; Feedback collected	Project Manager
WORKPACKAGE 5: User Guidebooks <i>Objective: To create user handbooks for employers / mentors, students and tutors on how to engage in students' work-based learning activities within the VLE.</i>					
19. Refer to drafted/edited technical guidelines	Aug 2009	Aug 2009			Project Manager
20. Draft user guidebooks	Aug 2009	Aug 2009			Project Manager
21. Edit user guidebooks	Aug 2009	Aug 2009			Project Manager
22. Finalise guidebooks	Aug 2009	Aug 2009	Guidebooks	Guidebooks completed and uploaded	Project Manager
23. Schedule training sessions with users, if necessary	Aug 2009	Aug 2009		Training Sessions completed	Project Manager, overseeing Coordinators
WORKPACKAGE 6: Reports <i>Objective: To record experiences and achievements to date for circulation to Steering Group, interested internal parties, and JISC</i>					
24. Collect feedback from users on system (possibly via questionnaire or short interviews)	Nov 2009	Dec 2009			Project Manager
25. Make any adjustments, if necessary, and record changes	Sep 2009	Dec 2009			Project Manager
26. Compile findings in end of year report	Dec 2009	Dec 2009	Report	Report	Project

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
				completed and circulated	Manager
YEAR 2					
WORKPACKAGE 7: Reports					
Objective:					
23. To send targeted mailings of articles to work-based learning networks (e-zine or magazine)	Jun 2010	ongoing		Publication	Project Manager
24. To circulate summaries / reports internally to work-based learning-related departments across the University	Jan 2010	ongoing		Publication	Project Manager
25. To submit articles to the wider community (industry specific journals, magazines)	Jun 2010	ongoing		Publication	Project Manager
26. To upload all reports to project website / blog	Ongoing	Mar 2011	Reports, Articles, Summaries	Documents created and uploaded	Online Learning, Project Manager
WORKPACKAGE 8: Presentations					
Objective:					
27. To submit responses to calls for papers at internal University symposia	Feb 2010	Jun 2010; ongoing	Paper abstract; final paper	Papers accepted	Project Manager
28. To submit responses to calls for papers at various conferences, including ASET, Placenet, BMAF (Higher Education Academy)	May 2010	ongoing	Paper abstract; final paper	Papers accepted	Project Manager
29. To present to Schools, as and when requested	Jun 2010	ongoing	Presentation slides and handouts	Presentations delivered	Project Manager

Project Acronym: iWoBLE

Version: 1

Contact: Eleanor Bueza, E.Bueza02@westminster.ac.uk

Date: 5 May 2009

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 9: Handbook (for other Schools/HEIs) <i>Objective: To reflect on own processes and help others to implement a similar process</i>					
30. Follow-up on any internal or external interest in the project and meet to discuss needs	Feb 2011	Mar 2011			Project Manager
31. Re-visit user handbooks (including technical) and create suggested models	Feb 2011	Mar 2011			Project Manager
32. Send handbooks to others Schools/HEIs and meet in person, if necessary, to assist in tailoring and implementation	Mar 2011	Mar 2011	Tailored handbooks	Handbooks sent	Project Manager
WORKPACKAGE 10: Exit Strategy / Sustainability Plan Objective:					
33. Draft and edit exit/sustainability plan	Feb 2011	Mar 2011			Project Manager
34. Submit final exit strategy and sustainability plan to JISC	Mar 2011	Mar 2011		Strategy and plan submitted	Project Manager
35. Continue using the model within the Business School and promoting it to others within the University and other HEIs	Mar 2011	ongoing			Project Manager
36. Keep abreast of other (JISC) work-based learning and virtual learning environment-related projects and link to project websites	Feb 2011	Ongoing			Project Manager
37. Ensure all documentation (reports, articles, presentations, abstracts, etc.) has been uploaded to project website and is accessible and up-to-date	Mar 2011	Mar 2011		All content uploaded	Project Manager

Members of Project Team:

Project Manager: Eleanor Bueza, Business Opportunities Manager (mentored by WBS Dean and School Finance Manager); E.Bueza02@westminster.ac.uk

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Document title: Work Package for iWoBLE

Last updated: May 2009

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Senior learning Technologist: Federica Oradini, Online Learning Support Officer; F.Oradini@westminster.ac.uk

WBL Consultant: Amanda Powell, Employer Liaison and Communications Manager; A.J.Powell@westminster.ac.uk

Administrative Support Assistants: Bonita Danso and Jacqueline Steinmetz, Advisor and Coordinator within the Business Experience and International Unit;

B.Danso@westminster.ac.uk and J.Steinmetz@westminster.ac.uk

Researcher (to be appointed);

Teaching and Learning Adviser: Sibyl Coldham, Director, CEPLW; S.Coldham@westminster.ac.uk

Online Learning Adviser: Gunter Saunders, University's Director of Online Learning Development; G.Saunders@westminster.ac.uk