



**JISC WORK PACKAGE**

WORKPACKAGES	Month	Apr	ma y	jun	jul	aug	sep	oct	no v	De c	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	mar
1: Set-up and Baselining																									
2: Employer Engagement																									
3. Scoping + Skeleton architecture																									
4 Security + Data integrity																									
5: Technical Development + testing																									
6. Ongoing consultations with users/stakeholders																									
7: Ontology development																									
8: Pilot phase																									
9: Full system implementation																									
10: Evaluation																									
11. Dissemination																									
12. Sustainability + benefits realisation																									
13. Project management																									

- Comment [SD1]: Added – jul - sep
- Comment [SD2]: Extended to incorporate into full implementation
- Comment [SD3]: Added “testing”

Project start date: April 2009  
 Project completion date: March 2011  
 Duration: <24> months

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility	
					<b>Milestone</b>	<b>Responsibility</b>
<b>YEAR 1</b>						
<b>WORKPACKAGE 1: Setup and baselining</b>						
<b><u>Objective:</u></b>						
1. Plan/start employer engagement with UoN and NTU partners; detailed stakeholder analysis	April 09	June 09	SME employers identified <b>Baseline Report (PD3)</b>		Angela Smallwood	
2. Draft first HEI user departments' requirements	May 09	May 09	Draft requirements (PD5)		Angela Smallwood, Kirstie Coolin	
3. Investigation of partner systems	April 09	May 09	Establish relevant systems to be included		Kirstie Coolin Jacqui Tyler	
4. Investigate first interoperability feasibility with 3 UoN systems and one NTU system	April 09	May 09	Report on early investigation of data sources for basis of WP2		Kirstie Coolin Stuart Wood NTU(Francis)	
5. Investigate other projects in this area ref SOA	April 09	June 09	<b>SOA report (PD4)</b> produced as part of <b>Baseline Report (PD3)</b>		Sandra Winfield Tom Kirkham	
6. Research and produce baseline report	April 09	June 09	<b>Baseline Report (PD3)</b>		Angela Smallwood	
<b>WORKPACKAGE 2: Employer Engagement</b>						
<b><u>Objective:</u></b> NB This WP to be reviewed with employer partners						
7. Strategic negotiation with major employer contacts	May 09	July 09	Corporate partners identified		AS, Ian Griffiths	
8. Model processes within the UoN to provide examples, with consultation with NTU	May 09	July 09	<b>Internal integration use cases</b>		AS, KC, Francis Lowry	
9. Develop work with 2 companies to draft employer requirements for project	July 09	Sept 09	<b>User requirements (PD5)</b> for different stakeholder scenarios produced; <b>(PD9)</b>			
10. Extend to total of 6 companies and review	Oct 09	July 10				
11. Extend to total of 10 companies and review	Sept 10	Feb 11				

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<b>WORKPACKAGE 3: Scoping + skeleton architecture</b>					
<b>Objective:</b>					
12. Join and interface WP1 data sources	May 09	June 09	<b>Online mapping and aggregation (PD12)</b> of data		Kirstie Coolin Stuart Wood
13. Develop user portal interfaces based on WP1 requirements	June 09	October 09	Initial interfaces produced		Kirstie Coolin Stuart Wood
14. Scope and develop platform on test systems within UoN, with input from NTU	July 09	October 09	<b>Diagrams produced (PD16)</b> , test platform available		Stuart Wood Tom Kirkham [NTU staff]
15. Identify and integrate ePortfolio system	June 09	October 09	System identified and integrated		
16. Document architecture	June 09	October 09	<b>Documentation (PD16)</b> of architecture		
<b>WORKPACKAGE 4: Security + data integrity</b>					
<b>Objective:</b>					
17. Investigate security models in consultation with NTU	August 09	October 09	Document on security models		Tom Kirkham
18. Requirements analysis + security pinch points in WP3	August 09	December 09	Analysis carried out		Tom Kirkham Kirstie Coolin Stuart Wood
19. Integration with WP3 architecture	December 09	January 10	Update documentation (WP3; PD16) and test implementation		Tom Kirkham Stuart Wood
20. Establish data sensitivities	October 09	December 10	Types of data identified and classified		Kirstie Coolin Tom Kirkham NTU staff
21. Integrate into WP8	Feb 10	October 10	Integration into full implementation		

**Comment [SD4]:** Need to check these dates align with Bid

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<b>WORKPACKAGE 5: Technical Development + testing</b>					
<b>Objective:</b>					
22. Test platforms with NTU and employers, iterative developments	June 10	September 10	Initial <b>distributed pilot systems (PD12)</b> available, changes made where required.		Kirstie Coolin Stuart Wood Tom Kirkham
23. Use case development and modelling workshops	Sep 09	August 10	<b>Use cases (PD9); process models (PD14) /service specifications (PD8)</b>		All project team NTU partners UoN partners
24. Usability testing with pilot group	August 09	February 11	Usability testing occurred		Kirstie Coolin Stuart Wood NTU
25. Integration of required legacy services	June 09	April 10	Existing data sources / services accessible through portals. <b>Report (PD10)</b> created.		Kirstie Coolin Stuart Wood Tom Kirkham
26. Full implementation of systems	Oct 10	March 10	<b>Integration of services (PD12)</b> as requested by stakeholders and in line with plan		Kirstie Coolin Stuart Wood Tom Kirkham NTU
<b>WORKPACKAGE 6: Ongoing consultation with users/stakeholders</b>					
<b>Objective:</b>					
27. User testing -- Ref WP3 and WP7	July 09	Apr 10			
28. User engagement work with staff from exemplar internal departments on data sharing -- Ref WP1	May 09	May 09	<b>Report on current practice (PD3)</b>		
29. Work with learning group: teachers, mentors,					

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learners on: - data sharing for placements and CPD - curriculum development	Jan 10 May 10	Feb 10 June 10	<b>Scenarios (PD5) (PD7)</b>		
30. Ontology group work to develop protocols for matching learning outcomes across HE and employment - Ref WP7	Sept 09	Apr 10			
31. Training sessions ahead of each pilot and final implementation - Ref WP9					
32. Feedback inputs to evaluations of two pilots and final implementation - Ref WPs 8 and 9					
<b>WORKPACKAGE 7: Ontology development</b> <b>Objective:</b>					
33. Identify user-required area for ontology work	Sept 09	April 10	Ontology area identified		All team UoN partners NTU partners
34. Ontology use document	April 10	May 10	<b>Ontology use document (PD11) created</b>		Tom Kirkham
35. Investigation of ontology tools	Dec 09	March 10	Decision on tool		Tom Kirkham Stuart Wood
36. Build / integrate ontology service	March 10	September 10	Ontology service integrated in to test platform		Tom Kirkham Stuart Wood
37. Liaise with projects in similar area	September 09	January 11	Consult on best practice with existing projects also on this programme		Kirstie, Angela, Sandra, [NTU staff]
38. Ontology workshops	September 09	April 10	Workshops occurring with key stakeholders		All team UoN partners NTU partners

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<b>WORKPACKAGE 8: Pilot Phase</b>					
<b>Objective:</b>					
39. Identify UoN pilot 1 group	November 09	January 10	Pilot group(s) identified		UoN partners
40. Testing, feedback and evaluation pilot 1	February 10	September 10	<b>Documentation produced (PD12), feed into WP5.</b>		Kirstie Coolin Stuart Wood
41. Identify NTU pilot 2 group	March 10	May 10	Pilot group(s) identified		NTU (EDU team)
42. Testing, feedback and evaluation pilot 2	June 10	September 10	<b>Documentation produced (PD12), feed into WP5. Two pilots completed (PD13)</b>		Kirstie Coolin Stuart Wood NTU
<b>WORKPACKAGE 9: Full system implementation</b>					
<b>Objective:</b>					
43. Training materials	September 10	October 10	<b>Materials (PD7) produced and available</b>		Kirstie Coolin Stuart Wood NTU
44. User documentation	September 10	October 10	Documentation clear and available		Kirstie Coolin Stuart Wood NTU
45. Training workshops	September 10	March 11	Workshops taking place for key stakeholders		Kirstie Coolin Stuart Wood NTU
46. Technical support	September 10	March 11	Technical support procedure in place for users		Kirstie Coolin Stuart Wood Tom Kirkham NTU
47. Feedback mechanisms	September 10	December 10	Feedback mechanisms specified and in place		Kirstie Coolin Stuart Wood NTU

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48. Embedding activity (feed into WP 12.)	Sept 10	March 11	Arrangements for long term hosting with IS teams		Angela Smallwood Kirstie Coolin NTU
<b>WORKPACKAGE 10: Evaluation</b>					
<b>Objective:</b>					
49. Identify External Evaluator / Critical Friend	May 09	June 09			AS / SW
50. Refine evaluation plan	July 09	August 09	Revised evaluation plan		AS / SW
51. JISC Evaluation reports ■ Interim  ■ Final	Sept 09 Mar 10 Sept 10 Mar 11	Sept 09 Mar 10 Sept 10 Mar 11	<b>Evaluation Reports (PD16)</b> interim, final		
50. Formative: Collect informal feedback through monthly meetings of operational group	Apr 09	Dec 10	Notes of meetings		
51. Formative: Baseline and interim user questionnaires and focus groups	May 09 Feb 10 June 10	July 09 July 10 Oct 10	Notes of team responses to findings		
52. Formative: Feedback on use cases and ontology work by learning group			Notes of team responses to findings		
53. Formative: Operational group reviews interim outcomes termly			Notes of operational group meeting reviews of progress and plans (PD20) <b>Minutes of meetings of Advisory Board (PD20)</b>		
54. Summative: End of project user questionnaires and interviews	Jan 11	Mar 11			

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<b>WORKPACKAGE 11: Dissemination</b>					
<b>Objective:</b>					
55. Materials added to JISC Knowledge Base	Nov 10	Feb 11	Useful models/reports shared with community via new <b>Knowledge-base system (PD14) (PD15)</b>		All team
56. Public Website	April 09	May 09	<b>Project website (PD1)</b> live		Angela Smallwood Stuart Wood
57. Website for internal purposes	April 09	May 09	<b>Internal communication mechanism (PD 2)</b> adopted		Stuart Wood Kirstie Coolin
58. Engagement activities - showcase workshops for further depts with potential for take-up	Nov 09	Dec 10			
59. Prepare to roll-out to 3 units in each HEI	Sept 10	Dec 10	Internal dissemination target met		
60. First national invitation expert consultative seminar/workshop	Nov 09	Nov 09	Summary of cross-sector feedback to enhance transferability		
61. Programme of events engaging with regional educational and business groups	Oct 09	Mar 11	Contribution to sustainability plan		
62. Second national invitation expert consultative seminar/workshop	June 10	June 10			
63. Third national invitation expert consultative seminar/workshop	Nov 10	Nov 10			
64. Engagement with other JISC and HEFCE projects and associated dissemination opps	Apr 09	Mar 11			
<b>WORKPACKAGE 12: Sustainability</b>					
<b>Objective:</b>					
65. Achieve roll-out to further internal units					

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66. Evidence and articulate improvements achieved					
67. Pursue engagement of RDA via HEIs Sr Manager meetings + steering ctees of sister projects + targeting of at least one emda priority sector					
68. Identify regional opportunities for further sustainability					
69. Support internal and external community of engaged users, online, via LLL services portal					
70. Support community input of further services to the portal					
<b>WORKPACKAGE 13: Project Management</b>					
<b><u>Objective:</u></b>					
71. Agreements: NTU, SMEs, corporate partners	May 09 May 09 July 09	June 09 July 09 Sept 09			
72. Monthly operational team meetings					
73. Termly half-day team reviews					
74. Reports to Advisory Board twice per year					
75. Reports to JISC	June 09 Sept 09 Dec 09 Mar 10 June 10 Sept 10 Dec 10	June 09 Sept 09 Dec 09 Mar 10 June 10 Sept 10 Dec 10			

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	Mar 11	Mar 11			
76. Ongoing team communications: maintaining regular contact via phone and email, website for partner information and dialogue					

Members of Project Team:

*[e.g. JB = Joe Bloggs]*