

JISC WELL PROJECT WORK PACKAGES (Revised, Version 2.0/12.10.09)

WORKPACKAGES	Apr 09	May 09	Jun 09	Jul 09	Aug 09	Sep 09	Oct 09	Nov 09	Milestone 1	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Milestone 2	Jan 11	Feb 11	Milestone 3	Mar 11		
PM: To manage the project									Criteria for model identified for pilots														Complete pilot						
EV: To evaluate the project																													
1: To set up the project																													
2. To review current practice for models of workplace learning and the available e-portfolio technologies.																													
3. To evaluate different models and techniques of technology support for work-based lifelong learning.																													
4. Agree methodology and support structures for pilot.																													
5. Pilot, review and improve methodology																													
6. Dissemination and involvement with the wider community																													

Project start date: 5 April 2009, Project completion date: 31 March 2011, Duration: 24 months

			Deliverable/output	Milestone	Responsibility
YEAR 1					
<p>WORKPACKAGE PM:</p> <p>To manage the project</p> <p><i>Objective: To set up a system of managing the project</i></p>					
PM1. To establish the management of the project on the University's 'Central Desktop' with work packages as time-bound aims.	June 09	Sep 09	Evaluation of 'Central Desktop' as a project management tool.	1	IB
PM2. To engage stakeholders (employers, learners, WYLLN) and establish partnership roles.	July 09	Dec 09	Collaborative activities.	1	IB, AM, JP
PM3. To arrange project team meetings every two months	August 09	Sep 09	Meeting notes and outputs.	1	IB, VI
PM4. To develop a concept/mind map of the model and its facets	August 09	Sep 09	Concept-map, schematic diagram.	1	IB, VI, AM, JP, NM

			Deliverable/output	Milestone	Responsibility
YEAR 1					
<p>WORKPACKAGE EV:</p> <p>To evaluate the project</p> <p><i>Objective: To set up a system of evaluating the project with the external evaluator</i></p>					
EV1. To set up a workshop to explore the IMPACT of the project	Nov 09	Nov 09	An impact strategy and increased awareness of the project.		IB, PC
EV2. To investigate how the project COMMUNICATES & ENGAGES with stakeholders/partners	Nov 09	Nov 09	A communications and engagement strategy.		IB, PC
EV3. To investigate a process of REFLECTION	Feb 10	Feb 10	To establish a process of reflection.		IB, PC
EV4. To agree a process of REVIEWING the project; focussing on sustainability and embedding	Feb 10	Feb 10	Review mechanism in place.		IB, PC

			Deliverable/output	Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1:					
To set up the project					
<i>Objective: To put in place the necessary personnel and infrastructure to ensure successful delivery of the project.</i>					
1. Recruitment of Project Officer	April 09	July 09	Project Officer in post	1	CM, VI
2. Establish Project Team	April 09	July 09	Monthly Project Meetings commence	1	VI
3. Initial planning meetings to produce more detailed work plan and engage stakeholders	April 09	May 09	Work plan produced Stakeholders informed of commencement of project	1	CM/VI
4. Establishing links with other related projects: recruiting external critical friend and evaluator	April 09	April 09	Attend initial conference. Evaluator appointed	3	VI

			Deliverable/output	Milestone	Responsibility
YEAR 1					
<p>WORKPACKAGE 2:</p> <p>To review current practice for models of workplace learning.</p> <p>Objective: To ensure that the project is informed by the experience of existing approaches to work-based learning.</p>					
5. To review existing approaches to workplace learning adopted by the university.	July 09	Aug 09	Summary of approaches, where these are used and associated benefits/issues; report of survey on flexible teaching methods/technology used.	1	IB
6. To gather information and understand any existing practice among employer partners.	July 09	Sept 09	Record of employers' current method of delivering work-based learning with reasons for adopting this process.	1	IB
7. To gather information through WYLLN of workplace learning practice across West Yorkshire.	July 09	Aug 09	Comparative data of practice across region (literature review).	1	IB, VI
8. To undertake a literature review of practice across the sector, including APEL, drawing upon HEA employer engagement observatory.	Aug 09	Nov 09	Overview report summarising existing approaches to workplace learning.	1/3	IB, VI, CM
9. Generate a set of criteria for an appropriate model of delivery against which the learning approaches can be evaluated.	Sept 09	Nov 09	CRITERIA that meets employers' needs and is applicable to other contexts.	1	IB, VI, AM, JP, PH, CM

			Deliverable/output	Milestone	Responsibility
YEAR 1					
<p>WORKPACKAGE 3:</p> <p>To evaluate different models and techniques of technology support for work-based lifelong learning.</p> <p>Objective: To ensure that the project learns from and builds upon existing experience of using technology in workplace learning.</p>					
10. To review and evaluate existing technology used by the University to engage with work-based learners.	July 09	Aug 09	Summary of technology used, where and how it is used and associated benefits/issues; report of survey on flexible teaching methods/technology used.	1	IB
11. To gather information about the technology used by employer partners to support learning and development in the workplace.	July 09	Sept 09	Details of employers' available technology and how this is used to deliver workplace learning.	1	IB
12. To gather information from WYLLN about the use of technology to support workplace learning across West Yorkshire.	July 09	Aug 09	Comparative data of technology used across region (literature review).	1	IB, VI
13. To review previous relevant JISC projects.	Aug 09	Oct 09	Evaluation of previously funded JISC projects to share with other UK HE institutions.	1/3	IB, VI, CM
14. Generate a set of criteria for an appropriate model of delivery against which the technology can be evaluated	Sept 09	Nov 09	Criteria that meets employers needs, uses accessible technology and is applicable to other contexts	1	IB, VI, AM, JP, PH, CM

			Deliverable/output	Milestone	Responsibility
YEAR 1					
<p>WORKPACKAGE 4:</p> <p>Agree delivery methodology and support structures for the pilot.</p> <p>Objective: To generate an integrated system of APEL, delivery, technology, and support to pilot with workplace learners.</p>					
15. Determine support needs required for learners to engage and make effective use of technology.	Oct 09	Jan 10	Survey reports; individual learner guidance - additional deliverable	2	IB, AM, JP
16. Test model which integrates APEL, learning approaches and technology, based upon evaluations above.	Oct 09	Jan 10	Test model for pilot; guidance for learners about how to apply for APEL and what can be accredited.	2	IB, VI, AM, JP, PH, CM
17. Consult stakeholders on proposed model.	Nov 09	Feb 10	Consultation document that ensures employers needs are met	2	IB, VI, AM, JP, PH, CM
18. Refine model based upon stakeholder consultation.	Dec 09	Feb 10	Model of technology-supported delivery of lifelong and workplace learning	2	IB, AM, JP

			Deliverable/output	Milestone	Responsibility
YEAR 2					
<p>WORKPACKAGE 5:</p> <p>Pilot, review and improve methodology</p> <p>Objective: To test new model and criteria with a group of learners, in order to inform further refinement.</p>					
19. Pilot an APEL process with 2 groups of work-based learners and use this to inform development/purchase of an online tool.	Jan 10	Jun 10	Case study of an example APEL application process with learners and criteria for online APEL process.	2	IB, VI, AM, JP
20. To implement the test model with groups of learners on two academic programmes.	Jan 10	Dec 10	Two case studies of the test model in use on two academic programmes. Institutional guidance for the delivery of lifelong learning programmes with flexible programme length and assessment processes	2	IB, VI, AM, JP
21. Evaluate use of PebblePad (the institutions ePortfolio tool) and its integration with employers' performance review processes.	Jan 10	Dec 10	Evaluative report for use in other academic departments. Guidance on setting up PebblePad to support employers' performance review criteria.	2	IB, AM, JP

			Deliverable/output	Milestone	Responsibility
YEAR 2					
WORKPACKAGE 6: Dissemination and involvement with the wider community					
Objective: To disseminate and share the findings and experience of the project with a wide audience in order to inform future projects and developments.					
Establish and maintain Project web site	Jun 09	Sep 09		3	IB
Share findings at Stakeholder meetings, and on Escalate website	Jul 09	Mar 11*	Minutes and papers of meetings	3	VI, IB
Related programmes and projects	Jul 09	Mar 11*		3	All
JISC programme meetings and events	Jul 09	Mar 11*	Minutes and papers of meetings, notes and outputs from events	3	All
Conference submissions	Jul 09	Mar 11*	Feedback at conference sessions	3	All
Papers and publications	Apr 10	Mar 11*	*ongoing throughout project duration	3	All
Final Report		Feb 11		3	All
Completion Report		Mar 11		3	All

Members of Project Team:

AM = Dr Alan Maybury
CM = Celia Moran
JP = Jane Priestley
PC = Peter Chatterton

PH = Professor Peter Hartley
IB = Ibrar Butt
VI = Vicki Illingworth