

Project Name: BIILS Project Phase II – Benefits Realisation  
 Version: 0.2  
 Contact: Caroline Breslin  
 Date: 15/12/2009



## Project Plan

Project Information			
<b>Project Name</b>	BIILS Project Phase II – Benefits Realisation		
<b>Start Date</b>	9 November 2009	<b>End Date</b>	31 July 2010
<b>Budget</b>	£12,648		
<b>Lead Institution</b>	University of Strathclyde		
<b>Project Director</b>	Diane McDonald		
<b>Project Manager &amp; contact details</b>	Caroline Breslin <a href="mailto:caroline.breslin@strath.ac.uk">caroline.breslin@strath.ac.uk</a>		
<b>Partner Institutions</b>	None		
<b>Project Web URL</b>	<a href="http://www.strath.ac.uk/learningservices/innovation/innov_projects/biils/">http://www.strath.ac.uk/learningservices/innovation/innov_projects/biils/</a>		
<b>Programme Name</b>	E-administration		
<b>Programme Manager</b>	Myles Danson		

Document Name			
<b>Document Name</b>	BIILS Phase II Summary Project Plan		
<b>Author(s) &amp; project role</b>	Caroline Breslin Project Manager		
<b>Date</b>	15 December 2009	<b>Filename</b>	<i>BIILS Phase II Summary Project Plan V02.doc</i>
<b>URL</b>	n/a		
<b>Access</b>	<input type="checkbox"/> Project and JISC internal	<input checked="" type="checkbox"/> General dissemination	

Document History		
Version	Date	Comments
0.1	9/12/09	First draft
0.2	15/12/09	Completion Report added to outputs

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## ***Background***

Benefits Realisation is seen by JISC as a suite of methodologies to foster additional take up of project outputs.

In JISC terms a benefit is “a measurable improvement resulting from an outcome”. Benefits realisation is “the delivery of high-level outcomes and requires a constant focus on intended benefits to ensure that the desired changes are achieved”

For BIILS purposes I suggest “the validation and transfer to non-native institutional contexts, and building upon outputs developed by innovation projects (BIILS) in order to embed them in their intended (and other) communities”

A useful strap line would be ‘testing not telling’.

The project should select and work with partners in the sector, not just identifying paper relevancies and commonalities but physically getting into the institutions and working with staff to deploy the BIILS outputs in real situations.

The selected partners should apply the BIILS outputs to a realistic institutional issue / setting and within the timescale of the B/R project, provide feedback such that Strathclyde are able to act on this creating more widely applicable resources.

This realisation of benefits will add to our knowledge of the issues, build on the existing project outputs by adding more context and enhance the evidence of their usefulness.

## ***Outcomes***

The project should undertake to achieve the following high level outcomes:

Pilot take-up in other institutions to test approaches and to refine outputs;

Increase capacity, interest and share knowledge beyond the home institution

## ***Methodology***

Secure the commitment of candidate project partners (The JISC FSD Programme Manager will make introductions), though should it prove desirable / necessary BIILS should offer an alternative scenario as mitigation. It would be desirable to seek input from the contractor appointed to the recent UCISA Risk Management ITT.

Negotiate a BIILS consultancy package to project partners. Each package would comprise a set number of person days of on site and remote input in a manner to suit each site. One site may require an initial briefing to senior management followed by more detailed input at a later date in specific areas.

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Another might want to run a full day workshop with several breakout sessions covering different areas and regular telephone support. The nature of each package should be agreed between the project leader and the client institution and may include aspects such as:

- workshops with potential participants
- briefings to senior management
- dissemination of briefing materials and tools
- workshops on specific BIILS resources

The key points raised during consultancy should be captured and incorporated in the BIILS output suite to aid further uptake.

Feedback on using the tools and resources should be gathered longitudinally and methodologies should be supplied in the work plan

A key work package to be undertaken by the BIILS team is the synthesis of feedback and refactoring of original outputs as appropriate.

A dissemination event should be undertaken alongside an appropriate professional association.

### ***Deliverables***

A number (to be specified) of consultancy site packages covering an appropriate range of scenarios to reasonably field test the BIILS project outputs.

A work plan and budget within 4 weeks of project start to include risks and mitigation.

Refactored BIILS project outputs in light of experiences to include additions to the web presence such as an exemplar consultancy package, common themes and areas of contrast identified.

A final report discussing the experience, methodology and making recommendations.

### **Summary Project Plan**

This project plan summarises all activity to be carried out by the BIILS Project team at the University of Strathclyde; Caroline Breslin (CB), Diane McDonald (DMD), David Nicol (DN) and Donna Cullen. The following two tables show workpackage activities, their timescale and staff effort required to carry them out. Full details of the BIILS Project Phase II can be found in the proposal document submitted to JISC in November 2009. Note that the project end date has been extended with JISC approval from 30/4/2010 to 31/07/2010 and this project plan reflects the new end date.

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Activity	Start Date	End Date	Days of Effort				
			DN	DMD	CB	DC	Total
<b>WP1 Initial consultation with case study sites</b>	09/11/09	18/12/09			2		2
<b>WP1 Preparation of workshops</b>	16/11/09	31/1/10	0.5	1	3		4.5
<b>WP1 Conducting workshops</b>	23/11/09	31/3/10		1	3	2	6
<b>WP2 Case Study Development</b>	07/12/09	31/3/10			1	7	8
<b>WP3 Refinement of BIILS Outputs</b>	01/02/09	31/7/10	0.5	1	2		3.5
<b>WP4 Development of Final Report and Completion Report</b>	01/03/10	31/7/10		1	2		3
<b>WP5 Dissemination activity</b>	1/1/2010	Ongoing			1		1
<b>WP6 Project management</b>	09/11/09	31/7/10			1		1
<b>Total</b>			1	4	15	9	29

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	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	Jun 2010	Jul 2010	Milestone	Responsibility
<b>WORKPACKAGE 1: Sector Consultation</b>											
<b>Objective: Undertake consultation workshops with three pilot sites at UK HE/FE institutions to use the BIILS Project Toolkit in practice.</b>											
1.1 Initial consultation with case study sites	←	→									CB
1.2 Preparation of workshops	←	-----	→								CB/DN/DMD
1.3 Conduct workshops	←	-----	-----	-----	→					***	CB/DMD/DC
<b>WORKPACKAGE 2: Case Studies</b>											
<b>Objective: Develop three case studies based on cost benefit evaluation work at the three pilot sites (as above)</b>											
2.1 Develop case studies as written outputs based on workshop outputs		←	-----	-----	→					***	CB/DC

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<b>WORKPACKAGE 3: Refine Framework and Toolkit.</b>  <b>Objective: Validation of framework and toolkit from Phase I</b>											
3.1 Review Phase I framework and toolkit in light of findings from WP1 and WP2				←	→						CB/DMD/DN
3.2 Refine Framework and Toolkit and redevelop updated version for publication				←	-----	-----	-----	→	***		CB/DMD/DN
<b>WORKPACKAGE 4: Final Report and Completion Report</b>  <b>Objective: Development of Final Report and Completion Report</b>											
4.1 Develop Final Report and Completion Report for submission to JISC				←	-----	-----	→				CB/DMD
4.2 Submit draft versions							←→		***		CB/DMD
4.3 Submit final versions								←→	***		CB/DMD

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<b>WORKPACKAGE 5: Dissemination</b>  <b>Objective: Disseminate project findings and outcomes</b>											
5.1 Carry out ongoing dissemination activities as part of project work and as part of wider remit at University of Strathclyde			←	-----	-----	-----	-----	-----	-----		CB
<b>WORKPACKAGE 6: Project Management</b>  <b>Objective: Manage project effectively to ensure on time and on budget achievement of aims and delivery of outputs</b>											
6.1 Ongoing project management	←	-----	-----	-----	-----	-----	-----	-----	-----	→	CB