



JISC WORKPACKAGE

WORKPACKAGES	2008		2009												2010										
	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	
1: Project set up																									
2: Review and research																									
3: Develop and refine scope																									
4: Pilot course based models																									
5: Develop e-administration solutions																									
6: Develop models																									
7: Disseminate models																									
8: Implement models																									
9: Evaluation																									
10: Review and embed																									
11: Project reporting, community engagement and dissemination																									

Project start date: 01 November 2008

Project completion date: 31 October 2010

Duration: 24 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 1: Project set up Objective: Set up project	01/11/08	27/02/09			
1. Write project plan	01/11/08	27/02/09	Project Plan	1	MM, SF, RL
2. Recruit Research Officer	01/11/08	16/02/09			SF, RL, MM
3. Identify Steering committee	01/11/08	27/02/09	Membership on website		SF, RL, MM
4. Create project website	01/11/08	27/02/09			WD
5. Populate project website	05/01/09	27/02/09	Project website	2	MM
WORKPACKAGE 2: Review and research Objective: Scope project opportunities and boundaries	01/11/08	29/05/09			
6. Review current delivery models	01/11/08	30/04/09	Internal report for project team		BL
7. Research existing literature on successful models of technical innovation for curriculum delivery	01/11/08	30/04/09	Blog post and relevant information fed into sub-themes		MM
8. Consult with key staff members across Department	01/11/08	27/02/09	Circulate notes to project team		MM, SF, RL
9. Establish baseline data	01/01/09	29/05/09	Baseline tracking document	3	NW
10. Identify sub-themes for investigation	05/01/09	30/01/09	Project schematic document		SF, RL, MM
11. Identify initial pilot areas and champions	05/01/09	30/03/09	Project schematic document	4	SF, RL, MM

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 3: Develop and refine Scope <u>Objective:</u> Finalise scope for initial piloting	05/01/09	27/06/09			
12. Define and elaborate sub-themes	05/01/09	30/04/09	Initial scope		MM, BL
13. Explore initial representations and tools for subthemes	05/01/09	15/05/09	Initial representations		MM, BL
14. Run focus groups with stakeholders from pilot areas to decide priorities, clarify existing themes and generate themes	14/04/09	29/05/09	Prioritised development list Updated themes Additional themes		MM, BL, Ac , Ad
15. Finalise scope for use in pilots	15/05/09	27/06/09	Pilots identified		SF, RL, MM
16. Plan any technical development required to implement e-administration models	02/03/09	27/06/09	Technical development project plan	5	MM, WD, BL
WORKPACKAGE 4: Pilot course based models <u>Objective:</u> Pilot models	20/04/09	18/12/09			
17. Plan pilots	20/04/09	01/07/09	Pilot plan documentation		MM, BL
18. Ensure technological readiness for pilots	20/04/09	01/09/09			BL, WD
19. Develop any additional documentation and content for pilots	20/04/09	17/09/09	Content for pilots		MM, BL, Ac, Ad
20. Run pilots	01/07/09	18/12/09			MM, BL, Ac, Ad
21. Evaluate pilots as outlined in evaluation plan	01/07/09	18/12/09	Evaluation documentation	6	MM, BL

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WORKPACKAGE 5: Develop e-administration solutions Objective: Ensure technical and other solutions in place for e-administration models	02/03/09	13/09/10			
22. Develop e-administrations solutions	02/03/09	30/08/10			WD, MM, BL
23. Test solutions	17/08/09	30/08/10			WD, BL
24. Update solutions for wider implementation	14/09/09	30/08/10			WD
25. Develop documentation and training materials	02/03/09	13/09/10			MM, BL
26. Ensure wider technical readiness for implementation	30/08/10	13/09/10	Technical solutions in place	7	WD, MM, BL
WORKPACKAGE 6: Develop models Objective: Develop models, toolkits, training and supporting documentation	01/07/09	27/11/09			
27. Explore representations and toolkits training and supporting documentation	01/07/09	27/11/09			MM, BL
28. Review pilot evaluation	03/08/09	28/08/09			MM, BL
29. Review models etc with stakeholders	06/04/09	13/11/09			MM, BL, Ad, Ac
30. Produce models, toolkits etc for implementation	28/08/09	27/11/09	Model etc for implementation	8	MM, BL

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 7: Disseminate models	06/04/09	30/04/10			
Objective: Develop strategy and disseminate models more widely in the Department					
31. Develop and continuously update model dissemination strategies	06/04/09	30/04/10	Dissemination plan		MM, BL
32. Develop dissemination materials	06/04/09	30/04/10	Dissemination materials		MM, BL
33. Develop tools for dissemination (e.g. Phoebe/model Moodles)	06/04/09	30/04/10	Dissemination tools		MM, BL
34. Run dissemination workshops in Department	06/04/09	30/04/10	Workshops	9	MM, BL, Ad, Ac
WORKPACKAGE 8: Implement models	04/01/10	29/10/10			
Objective: Implement models across wider programmes					
35. Ensure documentation and training in place for implementations	04/01/10	30/07/10			MM, BL,
36. Help develop content for implementation	04/01/10	30/07/10	Implementation content		MM, BL, Ad, Ac
37. Provide ongoing support across Department for implementation of models	04/01/10	29/10/10	Support materials		MM, BL
38. Use models in courses	28/09/09	29/10/10		10	MM, BL, Ad, Ac

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WORKPACKAGE 9: Evaluation Objective: Evaluate project both formatively and summatively	01/11/08	29/10/10			
39. Participate in JISC evaluation events	01/11/08	29/10/10			MM
40. Write evaluation plan	01/11/08	30/03/09	Evaluation plan	11	LM, MM
41. Implement evaluation plan	30/03/09	29/10/10			MM, BL
42. Write evaluation report	30/07/10	29/10/10	Evaluation report	12	MM
WORKPACKAGE 10: Review and Embed Objective: Ensure project outputs are used in Department and wider University	28/09/09	29/10/10			
43. Review models, toolkits etc over implementation phase	28/09/09	29/10/10			MM, BL
44. Update models and supporting documentation	05/07/10	29/10/10	Finalised models, toolkits and other materials	13	MM, BL
45. Run workshops for wider University staff	05/07/10	29/10/10	Workshops		MM, BL
46. Adapt Departmental dissemination materials for wider audience and make available	05/07/10	29/10/10	Finalised dissemination and support materials	14	MM, BL
WORKPACKAGE 11: Project reporting, community engagement and dissemination Objective: Communicate with wider community and disseminate project work	02/03/09	29/10/10			
47. Update project plan as required	02/03/09	29/10/10			MM

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48. Participate in JISC events	01/11/08	29/10/10			As required
49. Update project website to reflect current status of project	02/03/09	29/10/10			MM, BL
50. Present project results at a minimum of one conference	01/06/09	29/10/10			TBC
51. Blog project news	01/11/08	29/10/10	Blog posts, see http://tallblog.conted.ox.ac.uk/index.php/category/cascade/		MM, BL
52. Engage with senior management team in Department	01/11/08	29/10/10			RL, SF
53. Liaise with steering committee and support group	02/03/09	29/10/10			RL, SF, MM, BL
54. Liaise with cluster and critical friend	01/11/08	29/10/10			RL, SF, MM, BL
55. 1 st interim report	06/07/09	31/08/09	Interim report	15	RL, SF, MM, BL
56. 2 nd interim report	04/01/10	26/02/10	Interim report	16	SF, MM, BL
57. Final report	01/08/10	29/10/10	Final report	17	SF, MM, BL
58. Completion report	26/07/10	29/10/10	Completion report	18	SF, MM, BL
59. Case studies	26/07/10	29/10/10	Case studies	19	SF, MM, BL
60. Additional guidance materials	26/07/10	29/10/10	Additional guidance materials	20	SF, MM, BL

Members of Project Team:

MM = Marion Manton
RL = Rebecca Lingwood
SF = Sean Faughnan
BL = Bridget Lewis
NW = Nicola Warren
WD = Web development staff
Ac = Departmental academics
Ad = Departmental administrators