



**Project Document Cover Sheet**

Project Information			
<b>Project Acronym</b>	FfiL		
<b>Project Title</b>	Feedforward for Informed Learning		
<b>Start Date</b>	1 <sup>st</sup> May 2012	<b>End Date</b>	1 <sup>st</sup> May 2013
<b>Lead Institution</b>	University of West London		
<b>Project Director</b>	Lyn Greaves		
<b>Project Manager &amp; contact details</b>	<a href="mailto:Lyn.greaves@tvu.ac.uk">Lyn.greaves@tvu.ac.uk</a>		
<b>Partner Institutions</b>	None		
<b>Project Web URL</b>			
<b>Programme Name (and number)</b>			
<b>Programme Manager</b>	David Kernohan		

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<b>Document Title</b>	FfiL Workpackages		
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Document History		
Version	Date	Comments

Project Acronym: FfiL  
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Contact: [lyn.greaves@tvu.ac.uk](mailto:lyn.greaves@tvu.ac.uk)  
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1.1	15/07/2012	



### Feedforward for Informed Learning (FfiL) – Project Plan and Work Packages

WORKPACKAGES	Month(s)	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1: Project Administration	June - May	X	X	X	X	X	X	X	X	X	X	X	X
2: Analysis of learner needs and digital learner journey	June- August	X	X	X									
3: Design and scoping of additional station stop on learner journey	June - August	X	X	X									
4: Development of station stop resources/LOs	June - August	X	X	X	X								
5: Implementation & Marketing and promotion	June - April	X	X	X	X	X	X	X	X	X	X	X	X
6: Evaluation	June - April	X	X	X	X	X	X	X	X	X	X	X	X
7: Project reporting and dissemination Reporting (Interim Jan 13 Final May 13)	May -June	X X	X	X	X	X	X	X	X X	X	X	X X	X X

Project start date: 1<sup>st</sup> July 2010

Project completion date: 1<sup>st</sup> July 2011

Duration: 12 months

#### Members of Project Team:

LG = Lyn Greaves (UWL)  
 DH = Debbie Holley (UEA) – Critical Friend  
 CB = Claire Bradley (Consultant) – Critical Friend  
 JS= Joel Singer (University of Bristol) Student Technical developer  
 JD= Joanne Driscoll (UWL) Student Project Leader  
 ES= Emer Sheperd (UWL) Student Marketing and PR  
 AA= Ayman Aziz (UWL) Student Marketing and PR

*JISC Programme Manger – David Kernohan*

<b>WORKPACKAGE 1: Project Administration</b>				<b>Key Milestones</b>	
<b>Objective:</b> Project initiation, establish team and communication channels, provide regular project admin and information					
1.1 Scope project, complete all required JISC paperwork	05/05/2012	30/06/2012	Project documentation		<b>LG</b> JD
1.2 Consult with technical specialists to establish UWL WIKI and national discussion board possibilities	12/06/2012	20/07/2012	Technical understanding of WIKI and discussion platforms.		<b>JD/JS</b>
1.3 Establish the information and format of project WIKI.	05/05/2012	30/07/2012	Plan for design and content of wiki		<b>JD/JS</b>
1.4 Establish project WIKI and internal team communication mechanism (ensure JISC logo is on all materials and acknowledge funding; in Wiki provide links to other JISC-related projects/websites)	05/05/2012	30/07/2012	Project WIKI Team communication mechanism	<b>X</b>	<b>JD/JS</b>
1.5 Initiate weekly email up-date and on Project wiki	30/06/2012	On-going	Team Email list/Live project wiki		<b>JD To LG</b> All - JD
1.6 Establish UWL email for project use	30/06/2012	07/07/12	Project email		<b>JD</b> AA ES
<b>WORKPACKAGE 2: Analysis</b>					
<b>Objective:</b> Establish base knowledge for LO development (building on JISC, HEA and NUS work relating to Feedback & Assessment)					
2.1 Establish all LO – title and purpose - review with peers.	29/05/2012	05/06/2012	LO objectives established		<b>LG</b> <b>JD/JS</b> AA ES
2.3 Student focus group to test plan of LO in station stop	05/06/2012	25/06/2012	Feedback and user evaluation of LOs		<b>JD/JS</b>
2.4 Consultation with critical friends and JISC Programme Manager	16/08/2010	20/08/2010			<b>LG</b>
<b>WORKPACKAGE 3: Design</b>					
<b>Objective:</b> Design and scoping of Feedback and Assessment LOs for station stop learner journey					
3.1 Storyboard/Provide content for learner objects for GLOmaker X4	01/06/2012	27/06/2012 & on-going.	LOs content storyboard		<b>LG</b> <b>JD/JS</b> AA ES

<b>WORKPACKAGE 4: Development</b>					
<b>Objective:</b> Develop new LOs (as required) and populate new station on learner journey with LOs/resources					
4.1 Rapid prototyping/agile design of LOs and embedding on digital learner journey	27/06/2012	27/08/20	A series of stand-alone creative commons Learning objects to support Digital Literacies.		JD/JS
4.2 Populate digital learner journey with resources (include Advisory panel on all stages here)	27/08/10	30/09/10	A user interface station stop on the Learner Journey to house the series of stand-alone RePurposeable Learning objects in a cohesive structure environment.	X	JD/JS
<b>WORKPACKAGE 5: Implementation &amp; Marketing and promotion</b>					
<b>Objective:</b> Establish dissemination gateways and Wiki platform.					
5.1 Establishing contacts and sharing the learner journey across the sector nationally.	27/05/12	10/09/12	Establish dissemination channels		JD ES AA
5.2 Create contacts list and e-mail merge template for quick dissemination after LO and Wiki completion	27/05/12	10/07/12	Email list	X	JD ES AA
5.3 Soft launch to contacts about forthcoming new station stop promote existing Learner Journey through wiki and email lists	01/08/12	01/09/12	All Contacts		
5.3 Official Launch of new station stop	02/09/12	30/09/12	All Contacts		
5.3 Send out promotional materials to universities nationwide and monitor responses	01/08/12	28/10/12	Tracking of use established		JD ES AA
5.4 Establish links with UWL internal promotion channels e.g. UWL insider and inform with our progress at key stages	01/08/12	On-going	Promotion internally		JD ES AA

5.5 Establish links with External promotion channels e.g. JISC HEA and inform with our progress at key stages	01/08/12	On-going	Promotion externally		<u>JD</u> ES AA
5.6 Scoping of links to other projects (JISC,HEA etc) for dissemination and synergies	01/08/12	10/09/12	Dissemination and promotion of linked projects		<u>JD</u> ES AA
<b>WORKPACKAGE 6: Evaluation</b>					
<b>Objective:</b> Design evaluation framework, evaluate the digital learner journey implementation, produce case studies and evaluation report					
6.1 Determine methodology for evaluation of LO to include collaboration between UWL experts, external expert advisors and students	27/05/12	On-going	Evaluation framework and data gathering strategy and tool across all contexts of use	<b>X</b>	<u>LG</u> JD ES AA
6.2 Data gathering from all the different collaborative contexts	01/10/12	31/01/2013	Data		<u>JD</u> ES
6.3 Analysis of all data gathered (to be located within the context of existing/emerging findings from sector position)	31/01/2013	30/04/13	Evaluation report and Case-study Series on embedding digital learning literacies within authentic contexts		<u>LG</u> DH CB JD ES AA
6.5 Regular team evaluation and self review of progress of project (use JISC Evaluation templates) and include 'useful' info on regular 'blog' on Wiki	05/07/2010	Project end	Regular sector info on wiki		<b>LG &amp; all</b>
6.6 External critical friend to conduct evaluation of project (use JISC Evaluation templates)	31/01/11	Project end	Project evaluation report		<b>LG</b> DH
<b>WORKPACKAGE 7: Project reporting and dissemination</b>					
<b>Objective:</b> Interim and Final Reports and dissemination					
7.1 Interim report	01/01/13	11/01/11	Interim report		<b>LG</b>
7.2 Project Report to include: ➤ evaluation report of learners experiences ➤ series of case studies on embedding digital learning literacies within authentic contexts ➤ external evaluators' report ➤ set of good practice exemplars for LLiDA and other identified projects (see 5.3)	01/04/13	Project End 31/05/13	Project reports		<b>LG</b> All
7.3 Project Dissemination to include: ➤ Dissemination workshops	05/07/2012	Project End 01/05/13 and	Enhanced sector materials for supporting Feedback and Assessment		<b>LG</b> All

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<ul style="list-style-type: none"><li>➤ Conference papers and Journal articles</li><li>➤ Project wiki</li><li>➤ Sector dissemination through JISC &amp; HEA networks</li><li>➤ Placing of online digital resources into JORUM</li></ul>		on-going			
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