



Award Year:	2016	Proposal Code:	
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Project Title:	Transformation Through Collaboration – Building Digital Literacy in HEIs
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Period	Clear description of main activities	Clear Key targets to be achieved
January – March 2016(Q1)	<p>The project will be conducted through seven overlapping but discrete phases:</p> <p>Phase 1: November 2015/January 2016 – Agree common tool for assessment of digital literacy among staff. Project Web site set up.</p> <p>Phase 2: December 2015/January 2016 – Identify academic staff to be developed as champions.</p> <p>Phase 3: January 2016 – Identify strengths and gaps of staff around digital literacy and design individual training plans.</p> <p>Phase 4: February 2016 to June 2016 – Provide training locally and in collaboration with other institutes.</p> <p>Phase 5: Champions present at Digital Week, running from Feb 22 to Feb 25.</p>	<p>Assessment Tool in place</p> <p>Project Web site set up</p> <p>List of selected Champions</p> <p>Training plans for each Champion</p> <p>Training delivered to Champions</p> <p>Digital Week runs</p>

<p>April- June 2016 (Q2)</p>	<p>Phase 6: January 2016 – June 2016 Champions put learning into practice with final summary day in June, to be recorded and documented as the final evaluation.</p> <p>Phase 7: December 2015 – June 2016 – Document learning journeys and disseminate.</p>	<p>Final evaluation piece</p>
<p>July – September 2016 (Q3)</p>		
<p>October – December 2016 (Q4)</p>		

Signed



Date 11/12/15

ⁱ This document should be completed by all funded proposals. When completed the proposal work plan should include specific details (not generic statements) about what the targets will be. It should be interpretable by any reader not familiar with the project. A separate projected work-plan template should be completed for each projected year of the project.