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Project Title:	Digital Skills in Action
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Period	Clear description of main activities	Clear Key targets to be achieved
January – March 2016(Q1)	<p>Central Group</p> <ul style="list-style-type: none"> Review and develop project plan. Agree communications. Set up Blackboard course sites. Identify potential elearning developers with appropriate wide range of skills. Agree ethical approach and start ethics procedures. All Aboard briefings set up. Initial evaluation planning. <p>Local</p> <ul style="list-style-type: none"> Set up local implementation group with representatives of stakeholders including students. Identify participants – modules, lecturers, staff and students, students who take part in process and create exemplar case studies. Hold initial briefings on All Aboard digital skills framework for staff and students. 	<p>Central Group</p> <ul style="list-style-type: none"> A project plan for the duration of the project that enables the project to be completed on time and the conditions of funding to be met. Communications plan, including social media, for the duration of the project at Institutional level and national level. Blackboard course site for the project. List of elearning developers for use by the partner institutions. Ethical procedures for project documented and completed. Central group understanding of All Aboard framework. Evaluation plan for projects at central and local level with clear criteria, appropriate methods and timelines. <p>Local</p> <ul style="list-style-type: none"> Local implementation group identified for each institution. Case study participants identified. Project plans for each local project; (1(2) case study per institution) managed by local implementation group. Local dates for TEL week agreed. TEL week scheduled across the five institutions. Briefing workshops for participants. Information about project circulated widely as per communication plan.
	<p>Central Group</p> <ul style="list-style-type: none"> Explore and agree frameworks for case studies. Schedule and plan for TEL week. 	<ul style="list-style-type: none"> Collaborative workshops to agree on curriculum design process. Design and development process and templates. Design for online professional development. Design for each exemplar case study.

	<p>Local</p> <ul style="list-style-type: none"> Needs assessment of case study participants leading to professional development opportunities for case study participants. Host a series of open workshops to support the Rapid Developmental Process (RDP) required creating the case studies, 1 per institution. 	<ul style="list-style-type: none"> Needs assessment followed by CPD plans. Open workshops on Rapid Developmental Process as required by the case studies.
	<p>Central Group</p> <ul style="list-style-type: none"> Planning TEL week. <p>Local Development of case studies</p>	<ul style="list-style-type: none"> TEL Week schedule events, speakers finalised. TEL Week publicised locally and nationally and event booking enabled as per communication plan. Exemplar case studies with online professional development materials developed.
	TEL Week across the five partner institutions. Events showcased locally and streamed internally and externally (if possible) and/or recorded.	<ul style="list-style-type: none"> TEL Week runs 7-16 March 2016. Events available widely. Professional development available to all. Local and national communication about TEL Week and events as per communication plan.
	Evaluation	<ul style="list-style-type: none"> Implementation of evaluation plan. Collection of relevant data.
April- June 2016 (Q2)	Evaluation	Implementation of evaluation plan. Analysis of data and development of project report.
	Reporting	Financial reporting completed as required. Project report with clear summary. National Forum Insight completed. Case studies available via Blackboard course site.
July – September 2016 (Q3)	N/a project finishes June 2016.	N/a project finishes June 2016.

October – December 2016 (Q4)	N/a	N/a
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Signed _____ *Dr Marion Palmer* _____ Date _____ 14 December 2015 _____

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.