



Project Title:

ExS - An executive skills development programme

Project Deliverables

Key Strategic Activities	Constituent Activities	Key Performance Deliverables	Timeframe (Identify the projected completion - year and quarter in following format e.g., 2019/Q2)	Status (This column to be filled in, in advance of each project review) ¹
Develop the core project team	Meetings	Meetings minuted and shared	2019/Q1, Q2, Q3, Q4	
	Confirmation of project roles	Project roles finalised	2019/Q1	<i>Completed</i>
	Creation of shared drive for storage of project documentation	Shared drive accessible by all team members	2019/Q1	<i>Completed</i>
Building staff capability through training in what executive functioning is, intercultural awareness refresher training, and how to moderate an online coaching environment	All staff needs assessment	Staff survey and results analysed	2019/Q1	<i>Completed</i>
	Training workshop in executive functioning and setting SMART goals for all Shannon College academic staff	Expert in executive skills coaching identified and secured to deliver 1-2 days training with post-workshop support	2019/Q1	<i>Completed</i>
	Training workshop on Intercultural Communication for	½ day refresher training in intercultural communication led by in-house intercultural experts	2019/Q2	<i>Completed</i>

¹ Please use the following cell colour to indicate progress –
 Green (progressing as planned or mark completed)
 Orange (delay in achieving deliverable but it will be delivered. Please enter a comment to explain delay)
 Red (Deliverable will not be achieved. Please enter explanatory comment)

	all Shannon College academic staff			
	Training workshop in online moderating for all Shannon College academic staff	Trainer identified and secured to deliver online training in moderating techniques and skills	2019/Q3	
	Setting up an online community of practice to share knowledge with all Shannon College staff	Wiki or similar set up for all staff to build and share collective knowledge on all aspects of the programme	2019/Q2	<i>In train</i>
Create an online executive functioning coaching environment	Create specifications	Agreed specification	2019/Q1	<i>Completed</i>
	Source developer – skills spec required	Issue tender and have developer procured by end of Q1	2019/Q1	<i>Completed</i>
	Research and write content for the 14 modules (intro/self-assessment, 11 individual skills, wrap-up)	All modules assigned to individual team members Milestones for staged delivery of content agreed	2019/Q1-3	<i>Completed</i>
	Online content completed	All content complete and ready for testing by end of Q3	2019/Q3	<i>Content written; web platform still under construction</i>
Deploy and test content	1 st Years in 2019/18	Agreed dates and context in which to run this programme (separately or as part of a 1st Year module?) Secure agreement to run programme with other 1st Year cohort(s) within NUI Galway (moderated and non-moderated)	2019/Q2	<i>Dates agreed but roll-out of programme has been delayed until November (Q3)</i>
	Pre-course self-assessment	Pre-course self-assessment responses collected	2019/Q4	<i>Completed</i>
	Post-course self-assessment	Post-course self-assessment responses collected	2019/Q4	<i>Pending programme release, yet to be done</i>

Sustainability of content post-project	Editable online content	Key staff identified and trained to edit	2019/Q4	Yet to be done
	Instructor manual	Chapters written by each module lead and compiled as one online document	2019/Q4	Yet to be done
	Promotional strategy to expand to other academic programmes	Promotion of online resource through social media and at appropriate national teaching & learning forums	2019/Q4 and post project	Yet to be done
		Provision of train the instructor workshops at other institutions	post project	Yet to be done
Make project available on open access	Individual modules created as SCORM packages for flexibility of use within VLEs	Produced as a standalone Web app to be available from exsapp.ie	2019/Q4	Yet to be done
	Online materials will be released under an appropriate Creative Commons licence along with advice on use for instructors	Instructor manual	2019/Q4	CC licence selected; instructor materials yet to be completed
Dissemination of project outcomes	Review of relevance of executive skills	Published for educational practitioner audience	post project	In train
	Review of project	Submission to scholarly journal in field of higher education teaching & learning research	post project	Yet to be done

Project Team

Team Member Role and Responsibility (Please reflect the role and responsibility of all team members)			
Staff Name	Institution	Role	Description of Responsibility
Adrian Sylver	NUI Galway	Project Sponsor	Head of Studies at Shannon College, Chair of Teaching & Learning Committee. Ensuring project enhances the teaching & learning experience at Shannon for Staff and Students.
Trevor McCarthy	NUI Galway	Project Lead Content Developer, Coach	Responsibility for overall vision and leading the project team Arrangement of staff training and development in executive skills, behaviour modification techniques and online moderation. Management of the project outputs (online content and instructor materials, dissemination of project results through conference presentations and publication)
Orla Cullinane	NUI Galway	Content Developer, Coach	Responsible for leading the development of the Emotional Control module.
Tracy Hegarty	NUI Galway	Technical Lead, Content Developer, Coach	Responsible for the Technical delivery of the project in conjunction with selected website developer. Responsible for leading the development of the Organisation module.
Dr Maria Palma-Fahey	NUI Galway	Content Developer, Coach	Responsible for staff training in intercultural competencies and leading the development of the Intercultural competence module.
Gwen Ryan	NUI Galway	Project Manager Content Developer, Coach	Control of project progress and budget, reporting. Responsible for leading the development of the self-assessment element and the Goal-directed persistence and Working Memory modules.

Ailish Larkin	NUI Galway	Content Developer, Coach	Responsible for leading the development of the Planning & Prioritisation module.
Danielle Martin	NUI Galway	Content Developer, Coach	Responsible for leading the development of the Sustained Attention module.
Brian Hegarty	NUI Galway	Content Developer, Coach	Responsible for leading the development of the Flexibility module.
Loraine Kavanagh	NUI Galway	Content Developer, Coach	Jointly responsible for leading the development of the Time Management module.
Edmeia Oneda Kearney	NUI Galway	Content Developer, Coach	Jointly responsible for leading the development of the Time Management module.
Kristin Horan	NUI Galway	Content Developer, Coach	Responsible for leading the development of the Response Inhibition module.
Pamela Likely	NUI Galway	Content Developer, Coach	Responsible for leading the development of the Task Initiation module.
Sanda Andries	NUI Galway	Content Creator	Responsible for the development of video content and imagery.
Niamh O'Neill	NUI Galway	Marketing Co-ordinator	Responsible for branding and promotional strategy.

Signed _____

Date 11/10/2019

Project Leader