



Project Code and Title: *PROGRESS: Professional Growth for Equity, Sustainability and Success (formerly PDP for LYIT)*

Project Deliverables

Key Strategic Activities	Constituent Activities	Key Performance Deliverables	Timeframe (Identify the projected completion - year and quarter in following format e.g., 2019/Q3)	Status (this column to be filled in, in advance of each project review) ¹
Governance WP	Appoint post-doctoral researcher to project	Post-doctoral researcher appointed to oversee data collection, analysis and dissemination plans.	2019/Q1	
	Agree membership and meeting schedule for Steering Committee	The Steering Committee has been established and convened to discuss the governance of the project.	2019/Q2	
	Agree membership and meeting schedule for Operations Committee	The Operations Committee has been established.	2019/Q2	
	Management of project finances	Agreed budget and reporting procedures with Accounts	2019/Q1	
PDP Implementation Case Study	Recruited lecturers to case study (BYOD)	2 lecturers recruited to pilot the BYOD Case Study. The Case Study team	2019/Q1	

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)

		comprised the leader, post-doctoral researcher and four lecturers. The team met once weekly during the academic term.		
	Pilot BYOD with one group and review	BYOD was piloted with 2 groups. This pilot included the use of BYOD in two lecturers' classes with data collected via pre- and post- initiative questionnaires as well as group interviews and reflective journals.	2019/Q2	
	Identified technological requirements for implement the BYOD approach	Trialled various digital tools for video recording the learning processes in the laboratory settings, including visualisers. Identified technical solution for using video in small sterile laboratory (BYOD). Identified technical solution for improving sound quality.	2019/Q1	
	Procured video exemplars.	The recording of professional video exemplars for students will be undertaken in July.	2019/Q3	
	Research Ethics approval	Research Ethics approval has been granted to conduct the study. This includes: questionnaires (students), group interviews (students), semi-structured interviews (staff) and reflective journals (staff and students)	2019/Q1	
	Implement 4 case studies	2 Case studies have been piloted. A further 2 case studies will be implemented between 2019/Q3 and 2020/Q2	2020/Q2	

	Analyse data	Survey data from the pilot has been analysed. Interview data from the pilot is currently in the process of being transcribed. Reflections from the pilot are currently being submitted.	2019/Q3	
	Develop PD Implementation Plan	Developed the preliminary PD framework.	2019/Q2	Awaiting the Institute's Strategic Plan to be finalised in order to align the PD Framework (and therefore the PD survey) to it.
Data Analysis and Review	Pilot and review PD Implementation Plan		Scheduled for 2019 Q3	As above
	Develop PD monitoring framework		Scheduled for 2020 Q1 &2	As above
	Pilot and review PD monitoring framework		Scheduled for 2019 Q3	As above
	Develop PD learning framework		Scheduled for 2020 Q1 &2	As above
	Pilot and review PD learning framework		Scheduled for 2019 Q3	As above
Impact and Evaluation	Reporting to National Forum	Completed and submitted the National Forum's Work plan Summary	2019/Q2	
	Conference papers - student engagement and professional development		Scheduled for 2019 Q3	
	PDP event in LYIT		Scheduled for 2020 Q2	
	Engagement with external stakeholders		Scheduled for 2019 Q3/Q4	

	Project logo		Scheduled for 2019 Q3	
	Website		Scheduled for 2019 Q3	
Communications	Launch	Launch of the PDP for LYIT project	Scheduled for 2019 Q3	Proposed for September 2019 to align with the launch of our Strategic Plan, and two other staff surveys being disseminated.
	Internal Communication strategy	Launch the project; communicate via email and VLE to All Staff.	Scheduled for 2019 Q3	
	Social Media Strategy		Scheduled for 2019 Q3	
	Case Study Showcase: BYOD	As part of the National Forum Seminar Series, LYIT are delivering a seminar on Evidence-based Teaching. At this event we will showcase our BYOD initiative as part of the PROGRESS project and demonstrate links between evidence-based practices and professional development.	2019 Q2	

(please insert further rows if required)

Project Team

Team member role and Responsibility (Please reflect the role and responsibility of all team members with regard to the project e.g. what is the members role within the project)			
Staff Name	Institution	Role	Description of Responsibility
Dr Éilis Flanagan	Letterkenny Institute of Technology	Project leader	Overseeing the governance and delivery of the project. This includes establishing and managing the Steering and Operations Committees for the project and appointing a post-doctoral researcher. The lead also oversees the operation of the Mentoring WP, Case Study and Survey. Further responsibilities include finance management and reporting. Key responsibilities include management of data collection, analysis and dissemination for the project. This involves designing data collection instruments such as surveys, in collaboration with key staff members involved in the project. Further responsibilities include liaising with staff members to design the research methodology for the Case Study and supporting staff members to become involved in the research process.
Dr Ciaran OhAnnrachain	Letterkenny Institute of Technology	Steering Committee member	Advisor to the lead about the governance of the project.
Paul Lynch	Letterkenny Institute of Technology	SU President	Partnership mentoring programme link. Provides strategic information about student engagement to be embedded in the PDP.
Dr Anne Nelson	Letterkenny Institute of Technology	Lecturer	Member of the BYOD team
Cathy Hannigan	Letterkenny Institute of Technology	Lecturer	Member of the BYOD team
Dr Christina Forbes	Letterkenny Institute of Technology	Lecturer	Member of the BYOD team

Tina Parnell	Letterkenny Institute of Technology	Lecturer	Member of the BYOD team
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Signed  _____
Project Leader

Date: 29th May, 2019