



**Project Code and Title: TL2018DkIT34** ‘Partners in employability: A student-staff collaboration to develop an award to recognise the skills developed by active student engagement.’

Note: Status cells are completed only for Q1 and Q2 deliverables at this point.

### 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) <sup>1</sup>
Establish the project governance structure	Establish the project advisory committee.	Advisory committee established.	Q1 2019	Complete
	Review workplan.	Workplan and partner roles agreed.	Q1 2019	Complete
	Identify stakeholders and develop a consultation strategy.	Consultation strategy and process agreed.	Q1 2019	Complete
Identify and meet learning needs	Needs analysis	Specific learning needs identified for all partners.	Q1 2019	Complete

<sup>1</sup> 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)

	Source and/or deliver training/professional development in areas identified.	Training/professional development implemented.	Q1 and Q2 2019 but ongoing	
Design the curriculum for the award	Consultation with stakeholders.	Curriculum document	Q3 2019	
	Consultation within the team	Programme validation.	Q4 2019	
	Development of learning outcomes and identification of content			
	Development of assessment strategy			
Programme set-up	Clarify timescale and flexibility around registration, progression and repeats.	Procedures developed	Q2 2019	
	Examine the recording of student engagement.	Process to record student engagement across the institute.	Q2 2019	Will be early Q3 as work will be completed towards end of studentship period.
	Set-up programme on Banner.	Programme code issued.	Q4 2019	
	Set-up programme on Moodle.	Programme Moodle page live.	Q4 2019	
	Develop recruitment strategy	Recruitment strategy and process in place.	Q4 2019	
	Development of programme content	Develop and/or source digital resources and content.	Core programme resources and content developed.	Q3 and Q4 2019, migration to Moodle Q4
	Develop workshops	Programme delivery schedule	Q4 2019	
	Develop and agree assessment brief, assessment criteria and rubric	Assessment finalised	Q4 2019	

	Consult with stakeholders			
Programme promotion	Raise awareness of the programme and 'students as partners' among students and staff	Awareness raising events, activities and materials.	Q2, Q3 and Q4 2019	
	Dissemination	Programme launch and dissemination event	Q4 2019	
		Presentations and reports	Ongoing from Q2 2019	

**(please insert further rows if required)**

## Project Team

Team Member Role and Responsibility (Please reflect the role and responsibility of all team members)			
Staff Name	Institution	Role	Description of Responsibility
Maria Maguire	Dundalk Institute of Technology	SU President	Core project team and steering group member. Lead on 'Students as Partners' Co-ordinate student contributions.
Moira Maguire	Dundalk Institute of Technology	Head of Learning and Teaching	Core project team and steering group member. Lead on curriculum design and validation. Co-ordinate development of learning resources.
Linda Murphy	Dundalk Institute of Technology	Head of Student Services	Core project team and steering group member. Lead on project management and programme set-up.
Catherine Staunton	Dundalk Institute of Technology	Head of Careers and Employability	Core project team and steering group member. Lead on employability. Co-ordinate employer contributions

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Project Leader**