



Project Title:				
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
Phase 1 Needs analysis	Identify appropriate needs analysis tool	Appropriate needs analysis tool for ongoing use identified	2019 / Q2 March, April, May	Focus groups planned, ethical approval granted from WIT & IPS
	Identify training requirements for staff	Completed Q'aies , focus group results		Focus groups transcribed and analysed
	Q'aies	Following initial scoping and ethical approval process, it was agreed that focus groups & interviews are more appropriate needs analysis tools.		
	Focus groups, staff	Staff focus groups took place in Wheatfield, Portlaoise, Phibsborough and Waterford. 22 colleagues of a potential 28 participated		
	Focus groups, students	Logistics of interviews and focus groups proved challenging due to staffing pressures on prison estates. Student interviews taking place on Marino campus in October 2019.		
Phase 2 Planning &	Team meeting, sharing of skills needs analysis results & planning	High level of attendance & participation at team meeting	2019/Q3 June, Sept, Oct	Full and engaged participation at meeting May 2019.

Deleted: 1

Formatted: Strikethrough

Deleted: / students

Formatted Table

Deleted: March 2019

Deleted: 2

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)

Implementation of PD opportunities				T&L report presented at this meeting available.
	Identification of appropriate PD events and resources	Agreed programme of activity		PD opportunities ongoing
	Planning of programme of activity	Staff commitment to PD opportunities		
	<u>Additional activity:</u> <ul style="list-style-type: none"> • Two members of programme team completed PACT badge May 2019 • Team hosted PD Forum funded seminar 'Developing engagement with feedback' May 2019 • Staff focus group data analysed and reported to management team • Academic paper on staff perspectives accepted for World Conference for Online Learning November 2019, paper delivered to WIT staff 9th October 2019 • Creation of visual communications, e.g. staff headshots taken to create a team profile, infographic of HCCC created as outward facing document for Irish Prison Service staff • Strengthening of links between teaching team and Irish Prison estate staff, e.g. visit to Dóchas Centre September 2019, visit to Mountjoy October 2019, enhancing organisational awareness of the programme, liaising with the mentor scheme being re-established in the service. • Strengthening of links among teaching team, e.g. WIT & IPS colleague co-delivering, liaising to discuss content. 			
Phase 3 Implementation of PD opportunities & Dissemination	Roll out of activity, ongoing management & co-ordination	Staff engagement with activity	2019/Q4 Nov, Dec, Jan	
	Visit to Norway	Report and presentation output from Norway visit		
	Sharing of experience through conference presentations e.g. EdTech, May 2019	At least one conference presentation in this quarter		

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Superscript

Deleted: 3

	European Penitentiary Training Academies, June 2019			
	Team meeting Jan 2019 sharing of learning & interim review	Sustained high level of attendance and participation at team meeting		
Phase 4 Evaluation Dissemination & Future Planning	Generate teaching & learning resources	Reusable teaching resources	2020/Q1 Feb, March, April	
	Evaluation of staff and student experience using qualitative methods	Report on student & staff experience		
	North South Irish Criminology Conference, September 2019 World Conference on Online Learning, Convention Centre Dublin, November 2019	At least one conference presentation in this quarter		
	Team meeting December 2019, sharing of learning, review & future planning	Report and future pd planning document		

Deleted: June

Deleted: 19

Deleted: 4

Project Team

Team Member Role and Responsibility (Please reflect the role and responsibility of all team members)			
Staff Name	Institution	Role	Description of Responsibility
Dr Fionnuala Brennan	Waterford Institute of Technology	Lecturer	Project Lead
<u>Chief Officer Sarah MacNeill</u> <u>Julie McCafferty's role with the IPS has changed and her role on the project now taken by Chief MacNeill.</u>	Irish Prison Service College	<u>Chief Officer, HCCC Co-ordinator</u>	Project Lead
Dr Suzanne Denieffe	Waterford Institute of Technology	Head of School of Humanities	Senior Management Team
<u>Assistant Governor</u> Ray O'Keeffe	Irish Prison Service College	Training Manager Prisoner Care	Senior Management Team
Cathal Ryan	Waterford Institute of Technology	HCCC Project Manager	Project Support Team Member
Centre for Technology Enhanced Learning	Waterford Institute of Technology	TEL support	Project Support Team Member
Sylvia Flynn	Irish Prison Service College	HCCC Co-ordinator, Semester 1	Project Support Team Member
Sarah MacNeill	Irish Prison Service College	HCCC Co-ordinator, Semesters 2-4	Project Support Team Member
Sean Coen	Irish Prison Service College	Chief Officer and Training Manager	Project Support Team Member

Deleted:
 (please insert further rows if required)
 Page Break

Deleted: Julie McCafferty
 Deleted: Organisational Psychologist
 Deleted: & Tutor

Deleted:

Deleted: Chief

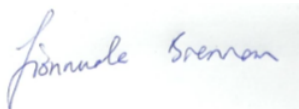
Janine Cross	Irish Prison Service College	Assistant Chief Officer and Tutor	Project Team Member
Brid Morris	Irish Prison Service College	Prison Officer and Tutor	Project Team Member
Dave Ellis	Irish Prison Service College	Assistant Chief Officer and Tutor	Project Team Member
Angelina Murphy	Irish Prison Service College	Assistant Chief Officer and Tutor	Project Team Member
Thomas Malone	Irish Prison Service College	Training Liaison Officer	Project Team Member
Stephen Higgins	Irish Prison Service College	Training Liaison Officer	Project Team Member
Mark Farrelly	Irish Prison Service College	Training Liaison Officer	Project Team Member
Wayne Fox	Irish Prison Service College	Assistant Chief Officer and Tutor	Project Team Member
Shay Cunningham	Irish Prison Service College	Chief Officer and Tutor	Project Team Member
Declan McBrearty	Irish Prison Service College	Assistant Chief Officer and Tutor	Project Team Member
Grace James	Irish Prison Service College	Training Liaison Officer	Project Team Member
Neil van Dokkum	Waterford Institute of Technology	Lecturer in Law, Dept of Applied Arts	Project Team Member
Dr Geraldine Cleere	Waterford Institute of Technology	Lecturer in Law and Criminology, Dept of Applied Arts	Project Team Member
Dr. Niamh Maguire	Waterford Institute of Technology	Lecturer in Criminal Law and Criminology	Project Team Member
Donal Keating	Waterford Institute of Technology	Lecturer in Law and Criminal Justice, Dept of Applied Arts	Project Team Member
Victoria McDonagh	Waterford Institute of Technology	Lecturer in Social Care, Dept of Applied Arts	Project Team Member

Deleted: Prison Officer

Deleted: Prison Officer

Deleted: Prison Officer and Tutor

John Byrne	Waterford Institute of Technology	Lecturer in Social Care, Dept of Applied Arts	Project Team Member
Dr John O'Brien	Waterford Institute of Technology	Lecturer in Sociology Dept of Applied Arts	Project Team Member
Aileen Murphy	Waterford Institute of Technology	Lecturer in Hospitality Management, Dept of Languages, Tourism and Hospitality	Project Team Member
Jonathan Culleton	Waterford Institute of Technology	Lecturer in Sociology, Dept of Applied Arts	Project Team Member
Evan Matthews	Waterford Institute of Technology	Lecturer in Contemporary Healthcare Issues, Dept of Nursing and Healthcare	Project Team Member
Christina Burke	Waterford Institute of Technology	Lecturer in Law, Dept of Applied Arts	Project Team Member



Signed _____
2018 _____

Date ____25th October

Project Leader