



## EMA DIGESTED MONTHLY HIGHLIGHT REPORT

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<b>Report Period:</b>	1 <sup>st</sup> – 28 <sup>th</sup> February 2017	<b>Last Programme RAG:</b>	<b>N/A</b>
<b>Report Date:</b>	3 <sup>rd</sup> March 2017	<b>Predicted Next RAG:</b>	<b>Green</b>
<b>Report Version:</b>	ISSUE 1.1		

### SECTION 1 – PROGRAMME VISION

The EMA programme will, working in conjunction with other assessment and feedback initiatives, deliver sustainable and integrated policies, processes, practices and tools to support the delivery of an improved, consistent and seamless online assessment experience for academics, professional staff and students.

### SECTION 2 – OVERALL PROJECT STATUS SUMMARY

	This Period	Last Period	Comments
Overall	<b>Green</b>	N/A	The programme has started well with 3 of the 4 work streams due to start this year now underway. The 4 <sup>th</sup> will commence in April. The formal programme launch event is planned for 14 <sup>th</sup> March 2017.

### SECTION 3 – PROGRAMME SUMMARY

Achievements this period:
<ul style="list-style-type: none"> <li>Significant stakeholders have been met and briefed on the programme – including HR, CQSD, Staff Council, IMPS, Legal Services, UCU, TLSB, UBTL</li> <li>All day workshop held with the TEL Team to discuss plans and options</li> <li>Short workshop held with IT senior management to review requirements and plan activities. In addition met IT specialists to discuss potential security issues around EMA</li> <li>Project Managers have now been appointed for all 4 of the work streams that are commencing</li> <li>EMA Programme Board signed off the Programme Definition Document</li> <li>A draft “Digested Programme Definition Document” has been produced and is under review so that it can be available for interested parties as soon as possible</li> <li>Draft Terms of Reference (and a role description for Project Board Chair) have been circulated for comment</li> <li>Workshop held with Tribal (supplier of SITS) to explore possibilities and plan for work required</li> <li>Project Initiation Documents (PIDs) are in production for W/S 2 and W/S 3 (eSFG and Core Systems)</li> <li>The new EMA programme website has been built and is now in test</li> </ul>
Key Activities for next period:
<ul style="list-style-type: none"> <li>Initiating the governance boards for the Programme, in particular the Pedagogical Steering Group to commence discussions around the systemisation of assessment rules</li> <li>Workshop with IT to review possible security implications around EMA and necessary actions required to be built into plans</li> <li>Commencement of thinking around data requirements for the student feedback dashboard, to ensure design on other projects is aligned</li> <li>Continued effort on initiating W/S 1 (Change), W/S 2 (eSFG) and W/S 3 (Core Systems), with PIDs being signed off by the board where possible</li> <li>On boarding of new project manager for W/S 5 (Learning Analytics) ready for project initiation in April</li> <li>Initiation workshop to be held with Blackboard to explore work required and plan effort</li> <li>Meeting with the Degree Apprenticeship team to understand how the two pieces of work will interface and to attempt to ensure that EMA solutions are suitable for their needs</li> <li>Launch of EMA programme website</li> <li>Formal launch event for the programme on 14<sup>th</sup> March 2017, with a second being planned to accommodate the large number of colleagues wishing to attend</li> </ul>



## SECTION 4 – WORK STEAM SUMMARY

	This Period	Last Period	Comments
W/S 1: Change	Green	N/A	Project manager started on 15 <sup>th</sup> February, projects in initiation.
W/S 2: eSFG	Green	N/A	Project now in process of being scoped and planned, PID due next month. Workshop held with TEL, one with Blackboard planned for next month. Meetings with SDTLs commence next month.
W/S 3: Core Systems	Green	N/A	Project now in process of being scoped and planned, PID due next month. Workshop held with RISIS and Tribal and resourcing is now being organised. Timescales are aggressive and challenging but currently on track.
W/S 4: Student Dashboard	N/A	N/A	Work Stream due to commence January 2018.
W/S 5: Learning Analytics	Green	N/A	Project manager appointed and will start on 29 <sup>th</sup> March 2017.



SECTION 5 – PROGRAMME ON A PAGE



# EMA Programme on a Page

