



## EMA MONTHLY HIGHLIGHT REPORT

|                            |  |                               |              |
|----------------------------|--|-------------------------------|--------------|
| <b>Report Prepared By:</b> | Nicola Tyson-Payne                           | <b>Current Programme RAG:</b> | <b>Green</b> |
| <b>Report Period:</b>      | 1 <sup>st</sup> – 30 <sup>th</sup> June 2017 | <b>Last Programme RAG:</b>    | <b>Green</b> |
| <b>Report Date:</b>        | 6 <sup>th</sup> July 2017                    | <b>Predicted Next RAG:</b>    | <b>Green</b> |
| <b>Report Version:</b>     | ISSUE 1.0                                    |                               |              |

### 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 PROGRAMME STATUS SUMMARY

|         | <b>This Period</b> | <b>Last Period</b> | <b>Comments</b>   |
|---------|--------------------|--------------------|---|
| Overall | <b>Green</b>       | <b>Green</b>       | The programme is progressing well, with significant progress being made by all projects. A new programme manager started on 27/06 to allow for handover from the outgoing one who leaves on 28/07. Active engagement with schools to select Early Adopters for eSFG work in the 2017/18 year has been well received. Ongoing back office work with the support centres and SITS development is also progressing well and will mean that Sub Modular Marks are being tracked in SITS from 2017/18. |

### SECTION 3 – PROGRAMME SUMMARY

| <b>Achievements this period:</b>   |
|--|
| <ul style="list-style-type: none"> <li>• ‘Supporting Change for EMA’ PID signed off by the EMA Programme Board this month</li> <li>• Recruitment of new permanent (fixed Term) Support Centres Project Support Officer (T&amp;L Ops) and Exams Subject Matter Expert who will start in the coming months</li> <li>• Successful recruitment of 12 Academic Representatives for the programme work stream boards</li> <li>• Recruitment initiated for 5, 0.4 FTE Academic Partners to join the team for a year</li> <li>• Recruitment initiated for 3, 1.0 FTE Student Placements to join the team for a year</li> <li>• Recruitment of a new programme manager (who started on 27/06) to take over from the outgoing programme manager (who leaves on 28/07)</li> <li>• Successful engagement with T&amp;L Ops teams, who have been fantastically supportive, around the changes to back office processes as we move to record sub modular marks in SITS</li> <li>• Approval from the Design Architecture Group (DAG) of the underlying architecture for the end to end EMA solution</li> <li>• Successful presentations given to the University Teaching Fellows (UTFs) and TEL Practitioners Forum</li> <li>• Successful SITS development has now produced draft screens for Academics of Sub Modular Mark information, with the student screens currently being worked on</li> </ul> |
| <b>Key Activities for next period:</b>   |
| <ul style="list-style-type: none"> <li>• New Junior BA will start next month and be inducted into the team</li> <li>• Finalisation of the Early Adopter schools and other schools who can be involved in special projects for the 2017/18 academic year for the eSFG project. Establishment of workshops with those schools to engage in the activities required to make the progress necessary for the new term</li> <li>• End of term communications activities to all around progress and next steps, in particular to formally announce the Early Adopters</li> <li>• Planning and associated activities to relocate the team to Harborne in the first week of August</li> <li>• Continued SITS development to build the enhancements required to support the load and display of Sub Modular Marks, as well as agreeing all specifications at a field level of detail</li> <li>• Presentation to UoRM senior colleagues on programme progress and implications</li> <li>• Establishment of the Supporting Change for EMA Work Stream Board</li> <li>• Recruitment of Academic Partners (5 x 0.4 FTEs) and Student Placements (3 x 1 FTEs)</li> <li>• Completion of full handover of programme management to new Programme Manager</li> </ul>  |



## SECTION 4 – WORK STEAM SUMMARY

|  | This Period | Last Period | Comments  |
|--|-------------|-------------|---|
| W/S 1:<br>Supporting<br>Change for EMA | Green       | Green       | Communication strategy and plan has now been refined and will be completed next month. Initial meeting held with the new work stream board chair, Dr Rachel Stewart, and further meetings are planned to initiate board meetings. Further work will commence next month to consider baseline metrics and benefits for the programme, as well as planning around the production on-line EMA supporting resources.  |
| W/S 2: eSFG<br>and Data                | Green       | Green       | The project is progressing really well, momentum is now building around the Early Adopters and we are receiving positive feedback from stakeholders regarding their inclusion in the process. Detailed planning work has begun. Consideration is also being given to the volume and nature of support that can be given to Early Adopters and how to use them effectively to trial methods which can influence the planning of a full roll out for 2018/19.   |
| W/S 3: Core<br>Systems                 | Green       | Green       | Project activity has focused on planning for the development and UAT approach for programme administration activities. Specification of the automated load process to get the assessment data into RISIS has commenced, alongside the outline functionality required for programme administrators to maintain the data. Planning with IT has commenced to ensure access to the test RISIS portal for key staff, including colleagues in UoRM. Update on likely look and feel (and implications) given to the June EMA Programme Board. The project is progressing well. |
| W/S 4: Student<br>Dashboard            | N/A         | N/A         | Work Stream due to commence January 2018 – however, initial discovery work around data architecture, requirements and models is progressing well.   |
| W/S 5: Learning<br>Analytics           | Green       | Green       | The first Work Stream Board was held on 27 <sup>th</sup> June. The project is on-course with some minor amendments to milestone deadlines approved by the Board, due to training, Senior User annual leave and dataset availability. All consultations have now been held or arranged and summary consultation reports are in progress. Report being prepared for the next EMA Programme Board to prepare them for the completion of this work and agree next steps. The project is progressing well.   |

SECTION 5 - PROGRAMME ON A PAGE

