

EMA DIGESTED MONTHLY HIGHLIGHT REPORT

Report Prepared By:	Nicola Tyson-Payne	Current Programme RAG:	Green
Report Period:	1 st – 31 st March 2017	Last Programme RAG:	Green
Report Date:	5 th April 2017	Predicted Next RAG:	Green
Report Version:	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 PROGRAMME STATUS SUMMARY

	This Period	Last Period	Comments
Overall	Green	Green	Following the successful formal launch of the programme on 14 th March 2017, 4 of the 5 work streams are now well underway. The Core Systems PID has now been signed off and work is progressing. PIDs for the other 3 work streams are now in progress. We are actively trying to replace the Project Manager who left mid-March, and should have someone in place by mid-April.

SECTION 3 – PROGRAMME SUMMARY

Achievements this period:
<ul style="list-style-type: none"> • Programme was formally launched on 14th March 2017 to an audience of 105 at an oversubscribed and extremely successful event. A duplicate event will be held on 3rd May for those who were unable to get a seat at the first one. The EMA website went live at the same time: www.reading.ac.uk/ema • Programme board has approved terms of reference for the programme governance groups and these are in the process of being established. • Meeting held with IT to review end to end security and solution design. Route forward agreed. • New project manager for Learning Analytics commenced on 29/03 (Alex Knox) – she will be working closely with Paddy Woodman to initiate the first piece of exploratory work. • New data coordinator has started within the core systems work stream to assist with detailed data analysis. • Further conversations with the Degree Apprenticeship team to try and ensure that the EMA solutions will be useful within their new Target Operating Model. • Successful meetings with key suppliers (Blackboard, Turnitin, Tribal) and activities now well underway to secure relationships and requirements. • Successful meeting with IT to agree resourcing profiles, particularly around Blackboard technical support and development.
Key Activities for next period:
<ul style="list-style-type: none"> • First meeting of the EMA Pedagogical Steering Group on 25th April 2017. • Finding replacement PM for Change/Best Practice piece and securing Business Analyst to consider data requirements for the student feedback dashboard. • Continued effort on initiating work stream 1 (Change) which has had somewhat of a false start. • Completion of the Digested Programme Definition document in conjunction with CQSD Director. • Initiate recruitment process for the fixed term posts required by the programme. • Further discussion with IT around resourcing for EMA work, particularly in the area of project management. • Further discussions with E&F around accommodation for the programme team.



SECTION 4 – WORK STEAM SUMMARY

	This Period	Last Period	Comments
W/S 1: Change	Amber	Green	Project manager left on 15 th March having made a small amount of progress. Further definition to the scope has been undertaken, however, now awaiting the appointment of new PM (mid-April).
W/S 2: eSFG	Green	Green	Stakeholder meetings now well underway and final project in process of being scoped. PID will be submitted to April's EMA Programme Board. Agreement has been reached on additional resource for the TEL team and the IT TEL/AV team.
W/S 3: Core Systems	Green	Green	PID approved at February's Programme Board. Work slowed down this month due to Project Manager unavailability and significant SITS upgrade. However, Tribal contract signed and contractor secured for work to commence at end April/May. Progressing well.
W/S 4: Student Dashboard	N/A	N/A	Work Stream due to commence January 2018
W/S 5: Learning Analytics	Green	Green	New project manager started work on 29 th March 2017 and is currently undertaking initial investigations. April will see refinement of the draft Project Brief/PID ready to take to the EMA Programme Board in May.

SECTION 5 - PROGRAMME ON A PAGE

