

EMA DIGESTED MONTHLY HIGHLIGHT REPORT

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Report Period:	1 st – 31 st May 2017	Last Programme RAG:	Green
Report Date:	6 th June 2017	Predicted Next RAG:	Green
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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	The programme is progressing well, with all projects well underway. Significant engagement with Tribal and the TEL team mean that both the Core Systems and eSFG projects are making good progress. In addition, the new Change PM started on 10 th May and is already having an impact. The Learning Analytics engagement has been well received and initial data discovery work around the dashboard is also proving fruitful.

SECTION 3 – PROGRAMME SUMMARY

Achievements this period:
<ul style="list-style-type: none"> eSFG PID signed off by the EMA Programme Board this month Learning Analytics PID signed off by the EMA Programme Board this month New Change Project Manager has started and is making good progress on the Support Change for EMA project and activities The new SITS developer has started and is making good progress on supporting the detailed work required Recruitment of new permanent (fixed Term) Junior BA to the team Services of experienced IT BA for 4 months to assist with Early Adopter preparation have been secured Workshops with Tribal (SITS Supplier) to understand requirements for Core Systems project have been very successful. Around 10 all day sessions have covered the full range of requirements at a detailed level Accommodation has now been identified for the team, and they will be moving to the old school office in Harborne w/c 31st July Budget has been re-profiled across the financial years to allow for improved financial planning. To be further discuss with the finance team next month There have been 12 applicants for the Project Support Officer (T&L Ops) and 2 for the Exams Subject Matter Expert (SME) roles. The field looks promising and interviews are being held next month. The role profile for the Disability Officer post has been updated and amended with HR involvement and is now a Disability and Accessibility Officer post. This will be advertised next month Successful inaugural Pedagogical Steering Group meeting Three more school specific talks have been given by the Academic Director Significant progress made on discovery work around the Student Feedback Dashboard to investigate further initial data and functional requirements for any dashboard functionality Appointment of Director of Planning and Strategy Office as Chair of 'Support Change for EMA' Work Stream Board
Key Activities for next period:
<ul style="list-style-type: none"> Further technical workshops with Tribal to finalise details Interviewing and appointment of posts of Project Support Officer (T&L Ops) and Exams SME Initiation of recruitment to the Disability and Accessibility Advisor role Review of Business Case and detailed financials with Finance team Supporting Change for EMA PID to be submitted to June's EMA Programme Board Breakfast briefing with T&L Ops Teams to introduce the changes imminent as a result of the Core Systems work on Sub Modular Marks



- Attendance and discussion at DAG around end to end solution
- Recruitment of Academic Secondees and Student Placements
- Engagement with schools who may potentially want to become eSFG early adopters and their selection
- Presentations to University Teaching Fellows (UTFs) and TEL Practitioners Forum
- Finalising of Communications and Stakeholder Engagement plans

SECTION 4 – WORK STREAM SUMMARY

	This Period	Last Period	Comments
W/S 1: Supporting Change for EMA	Green	Amber	New PM started on 10/05 and has got the project back on track. Initial communications and stakeholder management documentation is being produced, as well as a PID for the next Programme Board. Selection of Work Stream Board Chair has also taken place and work will commence with Dr Rachel Stewart next month to get the board meetings up and running.
W/S 2: eSFG and Data	Green	Green	PID now approved and engagement with possible early adopter schools has commenced. Detailed workshops planned with the TEL team and then selection of early adopter schools next month to prepare for the new 2017/18 academic year. New BA resource has been secured to support this work. Further detailed planning will continue to ensure this time critical work can be completed over the summer, as well as ensuring that, in the new term, “tricky” items can also receive attention. The project is progressing well.
W/S 3: Core Systems	Green	Green	Tribal consultancy has been underway this month and specific details have been worked through in a series of 1 day workshops. Designs are now in the final stages of creation, ready for development to commence next month. The updated processes and technology will be launched with the Support Centre staff on 9 th June and communications for academic colleagues are also being planned. The project is progressing well.
W/S 4: Student 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 Analytics	Green	Green	PID now approved and engagement with key stakeholders is progressing well. Project board in process of being established. Project is on track.

SECTION 5 - PROGRAMME ON A PAGE

